Commandant United States Coast Guard

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COMMANDANT INSTRUCTION M4610.5

Subj: Transportation of Freight

- 1. **PURPOSE**. This manual promulgates Coast Guard policies and procedures for management of transportation and traffic involving use of commercial and Department of Defense (DOD) transportation resources. Intended users are Transportation Officers, Storekeepers, shipping and receiving personnel, and others requiring freight transportation services.
- 2. ACTION. Area, maintenance and logistics commands (MLCs), and district commanders shall ensure that the provisions of this manual are followed in the management of freight transportation. Group commanders, captains of the ports, and commanding officers of units group level and above shall comply with this Manual.
- 3. DIRECTIVES AFFECTED. Comptroller Manual (COMDTINST M4600.11), Volume II, Chapter 2, is hereby cancelled. Policy and procedures pertaining to the transportation of freight are published in this manual (COMDTINST M4610.5). Policies and procedures pertaining to the movement of household goods are published in COMDTINST M4600.11, Chapter 1. With the publication of this new directive on transportation of freight, the sponsoring office for the remainder of Volume II is Commandant (G-P).
- 4. **CHANGES**. Changes to this manual will be consecutively numbered and will include reprinted pages, when necessary.

COMDTINST M4610.5

Address comments and recommendations pertaining to this manual to Commandant (G-ELM).

5. \underline{FORMS} . Forms referenced in this manual are available per the Catalog of Forms (COMDTINST M5213.6 series).

/s/ P. A. BUNCH
 Chief, Office of Engineering,
 Logistics and Development

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Enclosures: (1) Applicable Publications and Directives

- (2) Instructions for Preparation of U.S. Government Bill of Lading
- (3) Temporary Nonuse of Carriers (FPMR 101-40.4)
- (4) Letter Format Unsatisfactory Carrier Service
- (5) General Services Administration (GSA) Transportation Offices
- (6) Military Traffic Management Command (MTMC) Area Commands
- (7) Government Bill of Lading Office Codes (GBLOC)
- (8) Transportation Control and Movement Document (TCMD) Preparation
- (9) Report of Shipment (REPSHIP)
- (10) Minimum Security Standards for Sensitive Shipments
- (11) Minimum Security Standards for SECRET and CONFIDENTIAL Shipments
- (12) Hazardous Materials Transportation Guide for Shippers
- (13) Placarding of Hazardous Materials Shipments Guide For Shippers

- (16) Transportation Discrepancy Reporting
- (17) Transportation Discrepancy Reporting Guide
- (18) Federal Express Document Preparation
- (19) United Parcel Service Document Preparation

CHAPTER 1. INTRODUCTION TO FREIGHT MANAGEMENT

- A. Purpose and Scope. This manual sets forth Coast Guard policy and procedures applicable to the management of transportation and traffic. This involves using commercial transportation resources worldwide and Department of Defense (DOD) single manager transportation resources. These include Military Sealift Command (MSC), Military Airlift Command (MAC), and Military Traffic Management Command (MTMC) to, from, and between overseas areas. The instructions:
 - 1. Standardize procedures for Coast Guard transportation and traffic management functions.
 - 2. Supplement, and must be used in conjunction with, current editions of the Federal Property Management Regulations (FPMR), Part 101-40; Military Standard Transportation and Movement Procedures (MILSTAMP), DOD 4500.32R; Defense Traffic Management Regulation (DTMR), AR 55-355/NAVSUPINST 4600.70/AFM 75-2/MCO P4600.14A/DLAR 4500.3; by MLCs/districts/units responsible for shipping and receiving freight shipments for the account of the Coast Guard.
- B. <u>General Traffic Management Policy</u>. This section prescribes basic policy governing the use of commercial transportation services.
 - 1. Standard Routing Principle. Shipments shall be routed using the mode of transportation, or individual carrier or carriers within the mode, that can provide the required service at the lowest overall delivered cost to the Government.
 - 2. Application of the Standard Routing Principle. When deciding how to route a freight shipment, the main factors for consideration, in their relative order of importance, are: Satisfactory service, aggregate delivered cost, least fuel-consumptive carrier/mode, and equitable distribution of traffic.
 - a. <u>Service Requirements</u>. Consider the following factors when determining whether a carrier or mode of transportation can meet your service requirements for each individual shipment:
 - (1) Availability and suitability of carrier equipment.
 - (2) Shipping and receiving facilities at origin and destination.

- (3) Pickup and/or delivery service (including inside pickup or delivery), if required.
- (4) Availability of required accessorial and special services, if needed.
- (5) Estimated transit time.
- (6) Record of past performance of the carrier.
- b. Aggregate Delivered Costs. In addition to the actual transportation rates and charges, other cost factors should be considered in determining the most economical routing. Examples of other cost factors are packing, blocking, bracing, dunnage, drayage, loading, and unloading.
- c. <u>Most Fuel Efficient Carrier/Mode</u>. When more than one mode, or more than one carrier within a mode, can satisfy the service requirements of a specific shipment at the same lowest aggregate delivered cost, the carrier or mode determined to be the most fuel efficient shall be selected.
- d. Equitable Distribution of Traffic. When all the factors shown above are equal, traffic shall be distributed as equally as practicable among the modes and among the carriers within the modes. When socially or economically disadvantaged carriers are among the eligible competing carriers, positive action will be taken to include such carriers in the equitable distribution of traffic.
- Administration (GSA) regional offices provide transportation/traffic management data to enable personnel to effectively handle activation, deactivation, expansion, reduction, or change of sites that substantially changes the origin, destination, or volume of material movements.
- 4. Consideration of Traffic Management Factors. GSA regional offices also provide traffic management factors to be considered in the procurement (Federal Procurement regulation/DOT Procurement Regulation/Defense Acquisition Regulation (DAR)) and distribution of material and movement of personnel.
- 5. <u>Unsatisfactory Service</u>. When the services of a carrier fail to meet Coast Guard requirements, or provisions of a tariff or tender, and written notice to the carrier describing specific deficiencies (see enclosure (4)) does not result in satisfactory

improvement, the transportation officer invokes the Temporary Nonuse, Disqualification, and Suspension procedures described in enclosure (3).

6. Insurance Against Transportation Hazards

- a. The Government generally (1) retains the risk of loss of and/or damage to its property that is not the legal liability of commercial carriers and (2) does not buy insurance coverage for its property.
- Under special circumstances, the Government may, if such action is considered necessary and in the Government's interest, (1) buy insurance coverage for Government property or (2) require the carrier to assume full responsibility for loss of or damage to the Government property in its possession and buy insurance to cover the carrier's assumed responsibility. The cost of this insurance to the carrier shall be part of the transportation cost. shipments transported under the GSA Standard Tender of Service move at full value of the commodity shipped. MTMC Tenders are normally subject to a released value not exceeding (RVNX) \$2.50 per pound.
- c. If special circumstances dictate the need for the Government to buy insurance coverage, the contracting officer shall ascertain that there is no statutory prohibition and that funds for insurance are available. The contracting officer shall document the need and authorization for insurance coverage in the contracting file.
- C. <u>Recommendations</u>. Recommendations concerning the content of this manual should be submitted in writing to Commandant (G-ELM).

CHAPTER 2. APPOINTMENT OF TRANSPORTATION OFFICERS,
TRANSPORTATION AGENTS, ACTING TRANSPORTATION
OFFICERS: RESPONSIBILITIES AND DUTIES

A. Appointments

- 1. Transportation Officers (TOs). Each maintenance and logistics command (MLC), district, or unit that needs to obtain transportation service from commercial carriers will appoint a <u>fully qualified</u> person (civilian or military) as transportation officer. The term "Transportation Officer" applies to any person performing traffic management functions. It is the organizational title of the individual and should be reflected in the MLC, district or unit organization.
- 2. Transportation Agents. Upon request of the transportation officer, one or more qualified persons (civilian or military) may be appointed as "transportation agents" by the local commanding officer. They will assist the TO in the performance of assigned duties. Under the terms of the appointment, a transportation agent can sign transportation documents in the manner noted below.
 - a. Signing for TO. When transportation documents, or annotations on them, are signed by the transportation agent in the name of the TO or issuing officer, and the name and title of the appropriate officer are shown on such documents, the signature of the transportation agent will be followed by "TA for TO." When the appropriate officer's name and title are not shown on the transportation document, the signature of the transportation agent will be followed by the legend "TA for J. DOE, LT, USCG, TO."
 - b. <u>Agent Authorized To Sign</u>. When an agent is authorized to sign transportation documents, only the agent's signature, name, and title need appear.
- 3. Transportation Officers With Limited Authority. The local commander or commanding officer may appoint civilian or military personnel as TOs to perform limited transportation duties. These duties may include the issuance of transportation requests and/or meal tickets for their own travel and for other persons when traveling as a group.

- B. <u>Duties and Responsibilities</u>. Tos handling freight shipments are responsible for the following traffic management duties:
 - 1. <u>Liaison With Local Carriers</u>. Official liaison with all carriers serving the MLC/district/unit and for local arrangements necessary for the movement of property.
 - 2. <u>Custody and Shipments</u>. Custody and centralized control over all outbound shipments from the time of release by the MLC/district/unit supply officer until acceptance by the carrier; and all inbound shipments from the time of delivery by the carrier until delivery to the supply officer or "Marked For" addressee, as appropriate.
 - 3. <u>Bills of Lading</u>. Custody, accounting, issuing of Government bills of lading; and converting commercial bills of lading.
 - 4. Transportation Control and Movement Document (TCMD)

 Prepare and transmit TCMDs for all shipments entering the Defense Transportation System (DTS) from the activity as required by MILSTAMP, DOD Regulation 4500.32-R.
 - 5. <u>Routing and Expediting</u>. Route, trace, expedite, consolidate, divert and obtain shipping releases in accordance with applicable directives.
 - 6. Packing, Crating, and Marking. Provide technical advice to assure conformity in packing, crating, marking, stowage, dimensional clearance, and weight limitation of shipments using carrier requirements.
 - 7. <u>Loading and Unloading</u>. Technical supervision of loading, unloading, cleaning, and prompt release of carrier's equipment to avoid demurrage or detention charges.
 - 8. <u>Schedules, Services, and Charges</u>. Maintain familiarity with schedules, services, facilities, rates, fares, charges, and traffic agreements of commercial carriers.
 - 9. <u>Demurrage/Detention records</u>. Maintain demurrage and detention records and accounts.

- 10. Reporting Transportation Discrepancies in Shipments
 Prepare and distribute SF 361, Transportation
 Discrepancy Report (TDR), and other actions taken in
 connection with reporting, resolving, and preventing
 of over, short, damaged, lost, or astray freight.
 See Chapter 17.
- 11. Reporting Information for Negotiation Purposes
 Report planned volume movements and other
 opportunities for negotiations with commercial
 carriers as required in Chapter 6.
- 12. **Reports**. Prepare and forward transportation reports and information required by higher authority; i.e., Commandant (G-E), Office of the Secretary of Transportation, General Services Administration (GSA), and Military Traffic Management Command (MTMC).
- 13. Traffic Management Advice. Provide or assure the provision of traffic management advice to officials responsible for making decisions pertaining to procurement and distribution actions. GSA regional offices will provide the transportation officer with technical traffic management advice as necessary. See enclosure (5).
- 14. Request for Field Assistance Visits. Commandant (G-ELM) will visit field activities as part of the normal course of business or at special request. Whenever traffic management problems pertaining to procurement or the movement of material necessitates person-to-person contact, initiate requests for field assistance visits. If you wish assistance from the appropriate GSA regional office, GSA will conduct field assistance visits at no charge if the visit is in conjunction with other official GSA business. If not, GSA requires requestor funding or reimbursement for these assistance visits. Submit funded requests to Commandant (G-ELM). GSA also conducts numerous seminars sponsored by the Office of Transportation Audits and Customer Service Directors. The dates and locations are published in the GSA Market Tips. MTMC provides assistance visits at no cost if the visit is in conjunction with other official Department of Defense (DOD) business.
- 15. <u>Initiate and Receive Shipments</u>. This refers to shipments of property for which the Coast Guard pays the transportation charges or in which the Coast Guard has an interest.

- 16. <u>Traffic Management Procedures</u>. Exercise sound procedures and move all traffic at the most economical costs to the Government keeping consistent with delivery and mission requirements.
- 17. <u>Local Transportation Resources</u>. Keep familiar with local resources and capabilities so that freight and personal property are moved by the most effective and economical modes and routes.
- C. Assistance from GSA, MTMC, or Commandant (G-ELM). Tos may request technical advice and support when needed from GSA regional offices, MTMC area commands, or Commandant (G-ELM). Areas served by GSA regional offices and MTMC area commands are shown in enclosures (5) and (6).

CHAPTER 3. MAINTENANCE OF TARIFFS, TENDERS, AND RELATED PUBLICATIONS

A. General. Except for security shipments, where the Military Traffic Management Command (MTMC) will provide MTMC approved carriers, only tenders conforming to the General Services Administration (GSA) Standard Tender of Service (STOS) will be used. The procurement and maintenance of commercial/Government tariffs, tenders, and related publications are restricted to the minimum required to effectively perform delegated commercial traffic activities. This is the responsibility of the local command. Tenders should be obtained from several competing carriers servicing the same geographic areas to assure adequate price and service competition. An annual review of the tariff/tender file should be made to update requirements and assure the currency of editions. The file should be located within the transportation element of the maintenance and logistics command (MLC), district, or unit. Transportation Officers (TOs) and transportation personnel should acquire the publications necessary to perform transportation/traffic management responsibilities effectively. A list (not all-inclusive) of applicable publications/directives is provided in enclosure (1).

B. Authorized Functions

- Provide necessary routing for transportation of materiel when such authority has been delegated to the MLC/district/unit.
- 2. Obtain proper commodity descriptions for transportation documentation and billing purposes.
- 3. Ensure shipments are packed and marked so that, when offered for transportation, they conform (to the extent military necessity permits) to requirements of the tariffs.
- 4. Ensure loading of shipments into or on carrier's equipment is in conformance with safety and tariff requirements.
- 5. Enable the Government to plan shipments that obtain maximum use of carrier's equipment.
- Enable units which frequently ship mixed carloads or truckloads to load and bill shipments that obtain maximum benefit for the Government.

- 7. Ensure that the billing of shipments requiring special service of any kind, such as security or escort service, show complete instructions for furnishing the service in conformance with the tariff.
- C. <u>Funding</u>. Publications issued commercially must be locally funded and procured directly from the publisher.
- Receipt and Distribution of Individual Rate Tenders. The only tenders used will be those which the carriers have submitted in writing. Carriers subject to the GSA STOS must use the Optional Form 280. Optional Form 280 is no longer available through the Government Printing Office. Carriers will obtain this form through the American Trucking Association and are responsible for its preparation. Rate tenders that are ambiguous in meaning shall be resolved in favor of the Government; therefore, explicit terms and conditions are necessary to preclude misunderstandings by the parties to the rate tender. For each tender received without a GSA stamp, submit one signed copy to the GSA National Capitol Region (NCR) 7th & D Streets SW Washington, DC 20407 and two copies (including at least one signed copy) to GSA Office of Transportation Audits (FW) Washington, DC 20405. GSA also receives voluntary and negotiated tenders and stamps each one. The carrier who issued the tender is responsible for reproduction and distribution of the tenders to all concerned shipping activities. Tenders stamped by MTMC are for use by elements of the Department of Defense (DOD) only and should not be used.

CHAPTER 4. PARTICIPATION IN PROCEEDINGS BEFORE TRANSPORTATION REGULATORY BODIES

A. Responsibilities of Local Transportation Officers

- 1. In general, no agency subject to the provisions of section 201 of the Federal Property and Administrative Services Act of 1949, as amended, may appear on its own behalf in any proceeding before a transportation regulatory body. Representation is either provided by the Administrator, General Services Administration (GSA), or, in certain instances, authority, with the approval of the Administrator, may be delegated to certain officials in GSA or to the head of another executive agency to represent itself. An individual must promptly submit the facts in the case in the following detail:
 - a. With respect to carriers' tariffs, rates, and operating authority, requests must be promptly submitted to the GSA Central Office via Commandant (G-ELM) along with a recommendation.
 - b. When a shipper's affidavit in support of a carrier's application for operating authority is required by law, the requestor shall furnish to GSA via Commandant (G-ELM) such information and the appropriate form(s) as may be prescribed by transportation regulatory bodies in proceedings of this kind.
- B. (Blank)

CHAPTER 5. FURNISHING TRAFFIC AND RELATED INFORMATION TO COMMERCIAL CARRIERS

A. Data To Be Furnished

- 1. Opinions or Suppositions. Confine information furnished to carriers concerning freight shipments to facts as restricted by security regulations. Do not furnish opinions or suppositions.
- 2. Loss or Damage. Confine replies to carrier inquiries on loss or damage to Government property to facts of knowledge or as revealed by official records. Specify their official nature in statements furnished to carriers. These statements will apply to all matters concerning valuation, packaging, tally records, loading methods, conditions of seals or lading, and freight markings. Do not furnish carriers with opinions or conclusions relative to liability, including findings or recommendations of reports of survey.
- 3. <u>Letters of Endorsement</u>. Carriers occasionally request letters of endorsement regarding service. These letters can be misused by carriers and must not be provided. All such requests will be passed to the General Services Administration (GSA) via Commandant (G-ELM).
- 4. <u>Traffic Distribution Information</u>. In order to promote competition between and among carriers, Transportation Officers (TOs) may discuss distribution of traffic with carrier representatives using the following guidelines:
 - a. Do not reveal classified information.
 - b. Confine discussion to traffic routed by the local transportation officer.
 - c. Refer all inquiries regarding traffic controlled or routed by GSA or the Military Traffic Management Command (MTMC) to the office responsible for routing that traffic.
- 5. Claims and Litigation. Do not release copies of official records or information that can be used as the basis of a claim against the Government. Such information should only be released within the discharge of official duties. Forward requests for such information, together with any other pertinent data, to Commandant (G-LCL) for appropriate disposition.

- 6. <u>Commodity Descriptions</u>. Inquiries regarding commodity descriptions may be answered by furnishing information contained in shipping documents, tenders, bills of lading, military supply catalogs, or other supporting records.
- 7. Guarantee of Freight. No guarantee or promise of tonnage will be made to individual carriers, carrier groups or associations, or the owners of commercial transportation equipment. This will not preclude disclosing potential nonclassified requirements to the carriers selected for movement.
- B. (Blank)

CHAPTER 6. FREIGHT TRAFFIC NEGOTIATIONS

- A. <u>Negotiations by GSA</u>. Except as provided in paragraph 6-C, the General Services Administration (GSA) conducts all transportation negotiations to establish or modify rates, charges, ratings, services, and pertinent rules or negotiations.
- Volume Movements Cost Analysis. When the total quantity of property to be shipped exceeds 100,000 pounds per shipment or when the known aggregate (total) of more than one shipment will exceed 100,000 pounds, Transportation Officers (TOs) must submit complete information concerning planned or unplanned volume movements to the appropriate GSA Zone Office, Federal Supply Service, Transportation Management Branch, with an information copy to Commandant (G-ELM). See enclosure (5). This is necessary so a cost analysis can be made to determine whether carrier negotiation is appropriate. The information to be furnished shall be detailed and shall include the property characteristics (those requiring shipment in bags, boxes, or bulk; dimensions, density; value; and susceptibility to damage), origin, destination, number of shipments, planned shipping schedule, and planned required delivery dates. Additional information to be submitted includes:
 - 1. Complete description of commodity, including Federal Stock Number (if assigned), use of article, material from which made, value (if known), and type of inner package (see Note 1 below).
 - 2. Item number and governing freight classification (see Note 1 below).
 - 3. Free On Board (F.O.B.) contract terms (if applicable).
 - 4. Estimated total weight of shipment.
 - 5. Estimated number of carloads or truckloads.
 - 6. Data required for light and/or bulky shipments and containerized cargo:
 - a. Number of units loaded per (size) (type) railcar.
 - b. Number of units loaded per (size) (type) truck.
 - c. Cube and physical measurement of each commodity unit.
 - d. Number of units loaded per (size) (type) container (SEAVAN/MILVAN).

- 7. Indicate applicable degree of security classification (i.e., SECRET or CONFIDENTIAL) for classified shipments, or indicate that shipment consists of protected material. Also specify the type of intransit protective service required (Dual Driver Protective Service (DD/DN), Armed Guard, etc.). See Chapter 14. Note: For sensitive shipments, use the Military Traffic Management Command (MTMC) approved carriers.
- 8. If a commercial installation, furnish its location and the railroads serving it.
- 9. If an export shipment, show its specific final destination, i.e., "Coast Guard Support Center, Kodiak, Alaska," not just "Alaska."

Note (1): Do not use general categories ("Quartermaster Supplies," "Organizational Equipment" "Coast Guard Equipment," or "Yard Equipment") and general stocklist class numbers, except for shipments that include wide mixtures. For wide-mixture shipments, furnish complete description of at least two or three of the predominant items.

C. Classification Ratings

- 1. Need for Classification Revision by Negotiation

 Local TOs forward the information indicated in section
 6-C-2 below directly to the GSA regional office in the following circumstances:
 - a. When it is believed that an article of freight is not properly described in the applicable freight classification.
 - b. When it is believed that a rating is unreasonable.
 - c. When it is believed that classification rules or packing specifications should be added or modified.
 - d. When new and unclassified articles, commodities, or weapons are developed that require commercial transportation.
- 2. <u>Information To Be Furnished to GSA</u>. In accordance with section 6-C-1, furnish the following information to the GSA regional office:
 - a. Complete description of article, including use of article and material from which made and Federal Stock Number, if one has been assigned.

- b. Manner of shipment (setup, knocked down, etc.).
- c. Kind of shipping container, that is, box, crate, etc. (fiberboard, wooden, or other).
- d. Overall dimensions of shipping container (length, width, and height).
- e. Gross weight of contents and shipping package.
- f. Actual value of article, if known.
- g. Weight generally loaded in or on a standard 50foot rail car.
- h. Average weight loaded in a trailer (Indicate size of trailer).
- i. Copy of technical order, catalog page, photograph, or other available descriptive material.
- j. Name and address of manufacturer.
- k. Item number and classification description now used.
- 1. Volume and frequency of movement.
- m. Proper shipping description and information required by 49 CFR, Subchapter C revised as of 31 December 1991.

CHAPTER 7. PREPARATION AND DESCRIPTION OF FREIGHT

A. Purpose, Scope, and Responsibility. This section governs the preparation of freight for shipment and the description to be shown on bills of lading. See 49 CFR, Table 172.101, for references to relevant packing sections for hazardous materials shipments. See 49 CFR, Part 178, for dangerous goods packaging specifications and additional requirements. The maintenance and logistics command (MLC), district, or unit originating the shipment is responsible for packaging, packing, preservation, and marking of shipments tendered for transportation.

B. Preparation

- 1. Packaging, Packing, and Preservation. Perform the packaging, packing, and preservation of material for shipment in accordance with the Inspection, Packaging, Handling, Storage, and Transportation Handbook (COMDTINST M4450.1 series). More definitive information is available in Packaging of Materiel, Preservation (NAVSUP Pub 502, Vol. I), Packaging of Materiel, Packing (NAVSUP Pub 503, Vol. II), and Preparation of Freight for Air Shipments (NAVSUP Pub 504). These Navy publications can be requisitioned at no cost from the Navy Publications and Forms Center, Philadelphia. Stock numbers are 0530-LP-050-2076, 0530-LP-050-3211/2, and 0530-LP-050-4001/2, respectively.
- 2. <u>Selection of Shipping Containers</u>. In selecting the type of shipping container, consider the following facts when applicable to the articles or packages to be packed:
 - a. The characteristics of the article (size, weight, shape, etc.), vulnerability of the item or parts to damage from shock or vibration, ability to resist corrosion or other forms of deterioration, and degree of assembly or disassembly.
 - b. The cushioning, blocking, bracing, or forms of dunnage necessary to protect articles or packages.
 - c. The type of load that is formed by articles or packages (Packing (NAVSUP Pub 503, Vol. II) contains types of loads definitions).
 - d. The requirements for transfer or issue of the material involved.
 - e. The requirements for ease of handling in transportation and storage, including the designs

to facilitate mechanical handling, size, and weight considerations for palletization, and unit load patterns.

- f. The mode of transportation.
- g. The carrier regulations.
- h. The handling and storage facilities available to the receiver.
- i. The cost and availability of selected containers.
- j. The costs that the selected container will save or generate.
- k. The requirement for keeping tare weight and cube to a minimum.
- 3. Packaged Economy. Economy in packing is meant to obtain maximum output of adequately protected items at minimum cost. Exercise close supervision and control to prevent overpacking as well as underpacking. The term "overpacking" as used herein refers to excessive application of preservation, packaging, of packing materials. The term "underpacking" refers to inadequate protection. A major concern is the needless expenditure of funds for the transportation of excessive tare weight and cube.
- 4. Waterproofing. Waterproof case liners, shrouds, and wraps are intended to prevent deterioration of both the articles and the media used for preservation or packaging. They protect these articles by excluding entry of free water into packs or by diverting water from materials vulnerable to water damage. When applied properly, many advantages are derived from the use of waterproof materials. Conversely, improper use of waterproof materials can create considerable damage.
- C. <u>Marking</u>. The purpose of marking is to permit ready identification of contents, consignor, and consignee addresses so that shipments can be moved without confusion or delay. No matter how well an item is packed, it is valueless if it can't be identified upon reaching its destination if, indeed, it even reaches its destination. It may wind up as astray freight on some carriers shipping dock. Accordingly, freight is to be marked in accordance with the current issue of Military Standard Marking for Shipment and Storage (MILSTD-129).

- D. Proper Description of Shipments. Freight shipments must be described on bills of lading in a uniform and consistent manner recognizable and acceptable to all carriers. The proper description of shipments is essential for determining applicable freight rates, obtaining proper handling in transit, and processing freight claims for loss or damage. In general, the use of "Freight All Kinds (FAK)" is acceptable when using the Section 10721 Tender of a particular carrier. The term "NMFC 999912" applies only for DOD. There is no NMFC number for FAK. A short, general description of the material (such as "Electrical Equipment" or "Printed Matter") should also be shown on the shipping document. When not using a Section 10721 Tender, the proper freight classification or tariff description of articles must be determined before shipment is tendered to the carrier. For items with a National Stock Number (NSN), the Department of Defense (DOD) Freight Classification Data File, Basic, is the main reference. If in doubt, contact your GSA regional office or Commandant (G-ELM) for assistance.
 - 1. Preparation of Freight for Shipment. When shipping to destinations not covered by Section 10721 tenders, governing tariffs and freight classifications provide for different degrees and types of assembly in the preparation of freight for shipment (loose, setup (SU), knocked down (KD), folded flat (FF), and nested). These publications also specify the kind of shipping containers to be used. The type of assembly and packing governs the freight description which, in turn, governs the freight rate to be assessed.
 - 2. <u>Condition of Articles Shipped</u>. When articles offered for shipment are old, used, scrap, or second hand, show this condition in the freight description on the bill of lading.
 - 3. Determining the Cubic Footage of a Shipment. When it's necessary to determine the cubic footage of a shipment, such as when making an air shipment, use the following method: measure the length (1), width (w), and height (h) of the freight; convert to inches; multiply the length times the width times the height; and divide by 1728 (since 12" = 1', 12"x12"x12", or 1728 cubic inches, is the same as saying 1',x1'x1' or 1 cubic foot). So 1728 cubic inches equals 1 cubic foot. This will give you the cubic footage of a shipment. For example, a shipment measures 2'3" 1, 3'7" w, and 7'11" h. To determine the cube, you first convert to inches (27" 1, 43" w, and 95" h), multiply length x width x height (27x43x95 = 110,295) cubic inches), and divide by 1728 (110,295/1728 = 63.83)cubic feet.

- 4. Description of Security Classified Material. Under no circumstances will the Government Bill of Lading (GBL) be marked or stamped "SECRET" or "CONFIDENTIAL." When the proper freight description adequately disguises the nature of the material for security purposes, use such a description. When it's considered that the proper freight classification description does not adequately disguise the nature of the material to satisfy security considerations, Transportation Officers (TOs) should use a general description such as "electrical appliances or instruments NOIBN (Not Otherwise Indicated by Name)" or the description of a related article with similar transportation characteristics. When a general or related description is used, the TO will, within 30 days after the shipment has been tendered to the carrier, furnish the following information to the disbursing officer responsible for payment of the transportation charges:
 - a. The GBL number.
 - b. The name of the origin carrier.
 - c. The proper freight classification description.
 - d. The reason for the change in freight description.

Note: Observe proper security provisions in connection with such communications. The information received by the responsible disbursing officer is matched with the appropriate disbursing officer's voucher number and transmitted to the General Services Administration (FWA), Washington, DC 20405 to enable final settlement of freight charges.

Description of Explosives and Other Dangerous

Articles. The description shown in Department of
Transportation (DOT) regulations must be used when
shipping explosives and other dangerous material,
whether or not it differs from the description used by
the military services or that shown in carriers'
tariffs. See 49 CFR, Parts 100-177, for proper
shipping names and instructions for preparation of
shipping papers, marking, labeling, etc. See
enclosure (12) for general guidance on shipping
hazardous materials.

E. Consolidation of Shipments

1. <u>General</u>. Consolidation is a procedure whereby two or more small shipments are consolidated into one container or into a single shipment, or less-than-load (LTL) shipments are combined into truckload (TL) or carload (CL) shipments on one bill or lading. The

objectives of consolidation are to conserve funds, reduce transit time, minimize loss or damage, and use transportation facilities and equipment more efficiently. Delays that sometimes result from consolidation are often offset by the overall reduction in transit time. Care must be exercised in all instances to assure that deadline delivery dates are met. Establish shipping procedures to consolidate LTL shipments whenever consolidation proves cost beneficial.

- 2. Areas in Which Consolidation May Be Effected. TOs should consider the following areas to obtain maximum benefits from the consolidation of shipments:
 - a. Issuing a single bill of lading to cover two or more items consigned to the same destination. This will reduce the number of bills of lading issued, be cheaper than making two shipments, and cut the cost of administrative processing.
 - b. Combining small items into a single package.

 However, since transportation charges are based on the highest rated article in the package, except for items shipped under the provisions of a Section 10721 tender, items consolidated in this manner should have the same or closely related classification ratings. Tos must periodically review this subject with packaging personnel to assure understanding this principle.
 - c. Assembling small lot items into single shipments. The more weight you give a carrier, the lower the cost per pound.
 - d. Assembling small lot shipments to produce a combined total weight in excess or the weight breakpoint. Lower charges result from application of the carload or truckload rate at applicable minimum weight.
 - e. Combining shipments of a repetitive nature from one origin to one destination. The TO issuing the GBL should instruct shippers, commercial or military, to consolidate shipments by establishing, wherever possible, regularly scheduled shipping dates.
 - f. Consolidating small lot items to avoid a carrier's "minimum" charge. A minimum charge is the least amount a carrier charges to carry a shipment between two points. When the weight of the shipment times the freight rate exceeds the minimum, "actual" charges apply. For example, it

costs the same to ship a 30 pound 14-foot-long antenna between New York and any other CONUS point as it does to ship about 250 pounds of another commodity to the same point.

g. Combining postal shipments to one destination into a less-than-load freight shipment via another transportation mode (i.e., UPS, motor freight, freight forwarder, air freight, air express, etc.) or into a larger single postal shipment.

CHAPTER 8. MAIL AND PARCEL POST

TO BE PUBLISHED 8-1

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CHAPTER 9. SMALL PACKAGE SERVICE

A. <u>General</u>. This section describes the small package service offered by United Parcel Service (UPS), Federal Express Corporation (FEC), Roadway Package System (RPS), and the United State Postal Service (USPS). The selection of small package carriers must be consistent with the policies delineated in Chapter 1. Material for personal use will not be shipped at Government expense.

B. United Parcel Service

- 1. Nature of Service. UPS provides an expeditious and usually cost-effective method of moving small shipments via surface and air. With the exception of hazardous materials, shipments are accepted for movement between points in CONUS (48 States) via regular ground service, next day air service, and second day air service. Shipments to/from Alaska, Hawaii, and Puerto Rico move via next-day or second-day air service. Packages are covered for \$100 each. UPS provides air service to virtually all countries around the world. Their rates, which cover pickup, air freight, customs clearance, and delivery, are competitive. On international shipments, customs duties can be billed to either the shipper or the receiver. Pickup service, when requested, will be performed on a daily basis unless a different arrangement has been made between UPS and the shipping unit. There is a nominal weekly charge for pickup service. UPS will not accept shipments on Government Bill of Lading (GBL), but will accept shipments under UPS procedures. See Chapter 10 on commercial forms and procedures.
- 2. <u>Storage</u>. UPS doesn't provide storage for undeliverable parcels. If delivery can't be completed on the first call, a second and if necessary, a third attempt is made without additional charge. When all delivery attempts fail, refused or undeliverable packages are returned to the consignor without additional charge.
- 3. <u>Eligible Shipments</u>. Shipments within the following categories are eligible for shipment via UPS:
 - a. Domestic packages for interstate/intrastate shipments weighing 70 pounds or less each and not exceeding 108 inches in length, with a maximum of 130 inches combined length and girth.
 - b. Hazardous materials, with the exception of those listed in section 9-B-4 below, are acceptable in UPS Ground Service.

- c. No hazardous material is acceptable in any UPS Air Service.
- 4. **Exclusions**. The following shipments are not authorized for movement by UPS.
 - a. Shipments to Army/Air Force Post Office (APO) or Fleet Post Office (FPO).
 - b. Class A and B explosives, radioactive, irritants, and poisons.
 - c. Material requiring protective services.
- 5. Shipping Unit Procedures. Shipping units will:
 - a. Establish account number and pickup schedules with the local UPS office.
 - b. Establish appropriate records (manifests, pickup sheets, local computer lists, shipping documents, DD-1348-1, etc.) to ensure capability to verify the UPS billing when received and to provide normal shipping data as requested.
 - c. Submit copies of the UPS pickup record with the estimated charges for each piece to the paying office. Upon receipt of the weekly billing, the paying office will verify the number of shipments, total weight, and cost of the bill.
- 6. Discrepancies in Shipment. When reporting discrepancies in shipment, follow the same guidelines as those established for GBLs under the Transportation Discrepancy Report (TDR) procedures. However, contact your local UPS representative for specific UPS procedures regarding claims adjudication, which differs from normal commercial carrier procedures.
- 7. Equipment Parcel Scales, Meters, and Labels. Small parcel carriers require that accurate scales be employed for the preparation of shipments. The use of parcel metering equipment is authorized. All imprint tapes used in connection with metering equipment must be affixed to the address side of the article and be completely visible. If indicia address labels are used, districts or units will assure that all postal markings and emblems are obliterated from the label.

C. Federal Express Corporation

- 1. Nature of Service. Federal Express is the winner of the current General Services Administration (GSA) contract, GS-00F-13300, for next-day nationwide express small package transportation services. See enclosure (18), as well as your Federal Express U.S Government Service Guide, for detailed instructions on document preparation.
 - a. Authorized Shipments. Federal Express is premium transportation and should be used only for critically needed items. Items intended for personal use will not be shipped via this mode at Government expense. The contract with General Services Administration (GSA) states what types of shipments are considered urgent and when Federal Express may be used for the carriage of letters. The contract is mandatory for all civilian executive agencies who require next-day delivery service for both documents and freight.
 - b. Service Areas. Although Federal Express serves most locations throughout the World, the basic service areas under terms of the contract are between locations in the continental U.S., Alaska, Hawaii, and Puerto Rico. They should be considered, along with other carriers, for any other shipments based on service and cost. Pickup and delivery are provided and are included in the per package or per shipment charge. Information as to scope of operations and services, as well as the contract rates, can be obtained from the local Federal Express agent or by calling their Customer Service department at 800-238-5355 and identifying yourself as a Government Shipper. Don't use GBLs when shipping under terms of the contract.
 - c. Hazardous Materials. Shipments of hazardous materials may be made when the packages are limited to the materials and quantities authorized for air transportation as indicated in either 49 CFR or the IATA (International Air Transport Association) Dangerous Goods Regulations. All material should be packaged in accordance with United Nations (UN) Performance Oriented Packaging (POP) requirements. Dangerous goods service is not available to all locations; check with the carrier before offering the shipment for transportation.

- 2. <u>Valuation</u>. Shipments may be valued by the shipper up to \$250 without an additional valuation charge. Do not declare excess valuation. See Chapter 18 on GBLs for excess valuation conditions.
- 3. Size and Weight Limitations. Under terms of the contract, the size of each package or article is limited to 108 inches in length and girth combined; the weight of each package is limited to 70 pounds, with a maximum weight of 150 pounds per shipment. However, Federal Express is accepting packages up to 150 pounds per piece, no weight limit per shipment; the size of each package is limited to 165 inches length and girth combined with a maximum length of 119 inches. Contract-type rates apply.
- 4. <u>Commodities Restricted From Shipment</u>. Information regarding shipment restrictions can be obtained from the local FEC agent.
- 5. Storage. Federal Express will provide temporary storage for undeliverable shipments for a period not to exceed five business days. If delivery can't be accomplished after three attempts or five business days from the date of shipment, the shipper will be notified, at which time arrangements may be made to have the shipment picked up or returned. Undeliverable packages will be returned, at no charge, via Economy Distribution Service.
- 6. Other Carriers. There are many carriers providing small package services. Their services and prices are similar, but not identical. The services and prices are subject to frequent changes and on short notice. New carriers enter and existing carriers leave the industry on short notice. The dynamic nature of the small package business requires shipping unit transportation personnel to maintain a constant awareness and proficiency in this area. Seeking out, researching, and maintaining a working knowledge of the small package services available locally is required. Some of the other carriers are DHL Worldwide Courier Express, Burlington Air Express, CF Air Freight, Emery Air (part of CF), and most of the scheduled airlines.

<u>Note:</u>: Special attention should be directed to matters such as discounts, in-house handling and documentation costs, travel time, and pickup and delivery charges.

D. Roadway Package System

1. <u>Nature of Service</u>. RPS is primarily the same type carrier as UPS, although their service coverage is not as extensive and they don't provide all of the air

services that UPS offers. The company is growing and, at present, offers service to most major locations in most states and provides a combination ground/air service to Hawaii and Puerto Rico. Their rates, which cover pickup and delivery, are competitive. Pickup service, when requested, will be performed on a daily basis unless a different arrangement has been made between RPS and the shipping unit. There is a nominal weekly charge for pickup service. RPS will not accept shipments on GBL,s but will accept shipments under RPS procedures. See Chapter 10 on commercial forms and procedures.

- 2. **Storage**. RPS doesn't provide storage for undeliverable parcels. If delivery can't be completed on the first call, a second and, if necessary, a third attempt is made without additional charge. When all delivery attempts fail, refused or undeliverable packages are returned to the consignor without additional charge.
- 3. Eligible Shipments. Shipments within the following categories are eligible for shipment via RPS: Domestic packages for interstate/intrastate shipments weighing 150 pounds or less each (excluding New York intrastate shipments) and not exceeding 130 inches combined length and girth.
- 4. **Exclusions**. The following shipments are not authorized for movement by RPS.
 - a. Shipments to APOs or FPOs.
 - b. Class A and B explosives, radioactive, irritants, and poisons.
 - c. Material requiring protective services.
- 5. Shipping Unit Procedures. Shipping units will:
 - a. Establish account number and pickup schedules with the local RPS office.
 - b. Establish appropriate records (manifests, pickup sheets, local computer lists, shipping documents, DD-1348-1 (DOD Single Line Item Release/Receipt Document), etc.) to ensure capability to verify the RPS billing when received and to provide normal shipping data as requested.
 - c. Submit copies of the RPS pickup record with the estimated charges for each piece to the paying office. Upon receipt of the weekly billing, the paying office will verify the number of shipments, total weight, and cost of the bill.

6. <u>Discrepancies in Shipment</u>. When reporting discrepancies in shipment, follow the same guidelines as those established for GBLs under TDR procedures. However, contact your local RPS representative for specific RPS procedures regarding claims adjudication, which differ from normal commercial carrier procedures.

E. U.S. Postal Service

- 1. Nature of Service. USPS provides a method of moving small packages throughout civil and military postal systems. Basic charges for Fourth Class Mail (Parcel Post) and Priority Mail (Air Parcel Post) are computed on a per package weight and zone basis. Other services such as express mail, insured mail, registered mail, certificate of mailing, certified mail, return receipt, and special delivery are available at additional charge but their use is limited by shipper service regulations. GBLs cannot be used for packages shipped by USPS. Specific details should be obtained from local postal officials. See Chapter 8.
- 2. Official Mailing Indicia. Official mail is transmitted through postal channels under the "Postage and Fees Paid" indicia of each shipper service. Use of the indicia is governed by publications listed in Chapter 8.
- 3. Valuation. USPS basic rates do not include loss and damage liability. Unless otherwise prohibited by shipper service regulations, parcel post and priority mail can be insured up to \$200 at an additional charge. When the use of registered mail is permitted by shipper service regulations, registered first class and priority mail parcels are insured up to \$100. Additional indemnity governing these parcels can be obtained by prepaying appropriate fees in postage stamps affixed to the mail piece at time of mailing.
- 4. <u>Size and Weight Limitations</u>. The maximum package weight is 70 pounds. The maximum package size is 108 inches in combined length and girth.
- 5. Classified Shipments. Small package shipments containing classified material must be prepared for shipment in accordance with the security regulations of the shipper services. See Security Manual (COMDTINST M5500.11 series).
- 6. Restricted Materials. USPS will accept a limited number of dangerous or hazardous materials if properly described, packaged, and labeled. Matter that is unmailable under any condition includes, but is not limited to, the following:

- a. All poisons or matter containing poisons.
- b. Narcotic and other controlled substances.
- c. All explosives and flammable material.
- d. Infernal machinery and mechanical, chemical, or other devices, or compositions which may ignite or explode.
- e. Radioactive material.

<u>Note</u>: Local postal officials should be consulted for detailed information.

7. Delivery Attempts and Undeliverables. USPS does not provide storage for undelivered parcels. If an ordinary parcel cannot be delivered on the first attempt, a notice will be left at the address indicating that the parcel is being held awaiting call. If the parcel is not called for, a second notice is sent after five days. If there is no response within five days after the second notice and no retention period is specified by the sender, the parcel will then be treated as undeliverable, When a retention period is specified, it is observed up to 30 days after the first notice. A second attempt to deliver will be made only if requested by the addressee.

CHAPTER 10. COMMERCIAL FORMS AND PROCEDURES FOR SMALL DOMESTIC SHIPMENTS

- A. General. This section provides for the use of Commercial Forms and Procedures (CF&P) for the transportation of certain small shipments. These instructions amplify 41 CFR 101-41.304-2. The use of CF&P reduces the need for Government Bills of Lading (GBLs) and reduces costs associated with GBL preparation, handling, and payment. The use of CF&P for small shipments is generally directed toward those situations involving shipments of a recurring nature where it's cumbersome and impractical to issue a GBL. The term CBL as used in these procedures applies to commercial forms provided by commercial carriers. "Commercial Forms" includes carrier documentation such as Commercial Bills of Lading (CBLs), United Parcel Service (UPS) "Pickup Record," the air carriers "air waybill," and the commercial procedures related to the use of such documentation.
- B. <u>Supply of Forms and Accountability</u>. Commercial forms will be supplied by the carriers participating in agreements with the Government (i.e., General Services Administration (GSA) or Military Traffic Management Command (MTMC)). Commercial forms are not accountable documents.
- C. When Commercial Forms May Be Used. The optional use of commercial forms is permissible when the following conditions have been met:
 - 1. The carrier has signed an agreement with the Government to use CF&P. This agreement protects the Government by incorporating the same conditions as if the shipment were made on a GBL.
 - a. The agreement shall include the following provision: "The shipments covered by this agreement are subject to the terms and conditions (except as to billing carrier and prepayment) set forth in Standard Form 1103, U.S. Government Bill of Lading, and any other applicable contract or agreement of the carrier for the transportation of shipments for the United States in U.S. Government Bills of Lading."
 - b. In addition to the file copy maintained at the unit negotiating the agreement, one copy of this letter will be sent to Commandant (G-ELM).
 - c. If the carrier has already signed this agreement with another Government agency, it will be considered binding for all shipments originating from any Government activity. A letter

specifically prepared for your unit will not be required.

2. The property shipped is not:

Class A or B ammunition or explosive; classified for security purposes or designated as sensitive; or of such unusual value that it should be shipped only under the controls of the GBL.

- 3. The property shipped is:
 - a. A single parcel shipment via express, courier, small package, or similar carriers which weighs 70 pounds or less and does not exceed 108 inches in length and girth combined, without regard to shipping cost.
 - b. A multiple parcel shipment via express, courier, small package, or similar carriers for which transportation charges do not exceed \$250 per shipment.
- 4. Shipments via all other transportation modes and carriers for which the transportation charges ordinarily do not exceed \$100 per shipment and the occasional exception does not exceed that monetary limitation by an unreasonable amount.
- The transportation charge will be paid to the carrier upon presentation of the bill covering the service involved.
- D. Preparing or Processing CBLs. Activities will enter the normal shipping information, such as number and description of articles, weight, special tariff conditions (e.g. shipper loads), etc. Care should be taken to assure that appropriate annotations are made qualify for reduced rates under section 10721 of the Interstate Commerce Act. Although each commercial carrier has different types of forms with a varied number of copies, a sufficient number of copies should be made to ensure that records are properly kept. In all cases, the carrier's representative will sign and acknowledge receipt at the time of pickup. This copy, or a carbon copy or photocopy, must be retained by the shipping activity. One copy will be designated as the advanced shipping copy; the shipper will mail the copy to the consignee on the day of shipment. The copy should be stamped "IF SHIPMENT NOT RECEIVED WITHIN 30 DAYS, FORWARD A COPY OF CBL TO PAYING OFFICE, MARKED -'SHIPMENT NOT RECEIVED - STOP PAYMENT.'" A normal distribution of copies must be made to the paying office.

- E. <u>Discrepancies in Shipment or Consignee Procedure</u>. When reporting discrepancies in shipment, follow the same guidelines as those established for GBLs. Consignees will maintain a file of undelivered CBLs and match up CBLs and delivery receipts when material is delivered.
- F. Payment and Control of Carrier Billing. Authority has been granted by GSA for payment of the transportation charges in cash from imprest funds, provided this procedure is acceptable to the carrier. Payment in cash is at the option of the local command and is subject to the regulations of the General Accounting Office relating to imprest funds. Imprest fund disbursements are subject to limitations. Payment may be made at origin or destination and in advance of completion of the service upon presentation by the origin carrier or forwarder of the ticket, receipt, CBL, of equivalent document covering the service involved subject to later recovery by deduction or otherwise of any payment made for any service not received as ordered.

CHAPTER 11. COMMERCIAL AIR SERVICE

A. AIR Freight Service

1. Nature of Service

- a. Air Freight. Air freight is a transportation service conducted and performed by certificated scheduled airlines as well as unscheduled airlines. Air transportation is an expensive mode of transportation and should be used only when official requirements justify the use of air transportation. Rates are established on an airport-to-airport basis, with additional charges being assessed for pickup and delivery, if available. Except for small parcels, rates are usually lower than those for air express and air freight forwarder. Air freight is not accorded the degree of priority given to air express service. Remember that air freight charges are based on the cubic measurements of the freight as well as the weight, whatever produces the higher revenue for the carrier
- b. Deferred Air Freight. In addition to regular air freight service, some air freight carriers have established a deferred air freight service between specified cities. Deferred air freight moves on a space available basis after all other revenue traffic has been accommodated. This service is often competitive with surface modes of transportation for less-load traffic because of the low rate structure. In order to protect the lower rate offered by deferred air freight service, the Government Bill of Lading (GBL) must clearly state "DEFERRED AIR FREIGHT HANDLING REQUESTED."
- c. Pickup and Delivery Services. Pickup and delivery services generally available for either of the above services are subject to additional tariff charges. When pickup service is not available, the consignor is responsible for delivery to the airline's freight office of terminal; when delivery service is not available, the consignee is responsible for delivery from the airport to destination. Even when pickup/delivery services are available, the district or unit generating or receiving shipments may elect to perform pickup and/or delivery.

d. Through Air Freight-Surface Carrier Services

- (1) General. Combination of air freight and surface carrier services as described below are available in many instances on Through Bills of Lading from and to points not served directly by commercial airlines.
 - (a) Air-truck services are available in many instances as a result of special agreements between the airlines and motor carriers. Some airlines have published joint air-truck rates for these services.
- (2) Detailed Information. For detailed information regarding these services, transportation officers should confer with local carrier representatives or obtain advice from the General Services Administration (GSA) Regional Customer Service Bureau of Commandant (G-ELM).
- Signature Service. Many airlines will provide a "Signature Service" when requested by the shipper and when the GBL clearly states "SIGNATURE SERVICE REQUESTED." Tariff provisions specify that participating carriers will handle shipments under person-to-person signature service from the time of acceptance from shipper at origin to the time of delivery to consignee at destination. Each employee or agent of the carrier executes a signed receipt upon accepting custody of a shipment and obtains a signed receipt upon relinquishing custody of such shipment to another employee or agent, except that no receipt is secured from the flight crew or attendants of carrier's aircraft on which shipments are being transported. This service may be used for the transportation of classified material as authorized in the Security Manual (COMDTINST M5500.11 series).
- 2. Governing Provisions. The transportation of property by air freight for the military service is subject to the rules and regulations contained in air freight tariffs. These tariffs contain applicable provisions of the various participating carriers relative to accessorial services, carrier's liability, declared valuation of shipments, unacceptable cargo, pickup and delivery, and exceptions to governing tariff rules. Particular care will be exercised by transportation officers and routing authorities to conform to carrier's tariff requirement when forwarding shipments by air freight.

- 3. Use and Selection of Air Freight Carriers. Air freight carriers, forwarders, and companies engaged in moving small packages by air and surface express have developed a variety of expedited services to shippers as a result of deregulation. New discounts and other inducements are much advertised, sometimes causing shippers considerable confusion and difficulty selecting the lowest cost carrier.
 - a. Before Selecting a Carrier. Before selecting an air freight service, the Transportation Officer (TO) or Transportation Manager (TM) must first decide whether it is necessary and then whether it is allowed. It may be unnecessary because overnight or second day surface delivery is available from United Parcel Service, Federal Express, and other companies. It may not be allowed since air shipments of less than 300 miles are prohibited unless air is the low cost mode or the only mode that will meet the required delivery date.
 - b. Ranking Different Carriers. To assist in choosing an air freight service, the TO or TM should first review all air freight carriers, forwarders, and companies serving your installation and rank them according to the desired services, e.g., pickup, tracing at night and on weekends, delivery during non-business hours, cost, etc. Then obtain copies of the tenders of service, if available, from the carriers and compute total cost from origin to destination. These computations should include pickup costs, if any, national discounts, multiple shipment discounts, and any discounts offered at destination, such as for pickup by the destination activity.
 - c. Final Selection. Selection of an air freight service should be based on past experience and the overall services offered by each carrier weighed against the specific requirements of the shipment. Service should be the first, and cost the second, consideration. The practice of rotating shipments equally among all carriers is not in the best interest of the Government unless all offer equal service and cost in every case. Finally, the TO or TM should periodically review rates and check service to ensure that carriers are performing as required.

B. Air Freight Forwarder

- Nature of Service. Air freight forwarder services are performed by carries that are engaged indirectly in the transportation of property. Although other carriers provide the actual transportation, air freight forwarders publish their own rates and tariffs and provide a through billing service between a large number of cities, including off-airline points. Rate structures of some air freight forwarders include pickup and delivery service while in other instances such services are subject to additional tariff charges. Air freight forwarder service contains the inherent forwarder feature of consolidation. The delay resulting from such consolidation generally is negligible due to the speed of air transportation. This service is competitive with air express and air freight, particularly for shipments destined to off-airline points and may be of value for shipments requiring special handling or services. Air freight forwarder rates may be less than air freight or more than air express rates; therefore, an analysis should be made in each instance before using air freight forwarders.
- 2. Governing Provisions. The transportation of government-owned property by air freight forwarder is subject to tariff rules and regulations of the various forwarders. Air freight forwarder tariffs contain specific provisions relative to carrier's liability, declared valuation of shipments, unacceptable cargo, pickup and delivery, and other pertinent information. Transportation officers and routing authorities will exercise care in observing tariff requirements.
- 3. <u>Use of Air Freight Forwarders</u>. Air freight forwarder service may be used when it's advantageous in effecting expedited transportation, except that it will not be used to transport classified material unless specifically authorized by security regulations.

C. Explosives, Ammunition, and Other Dangerous Articles

1. Certificated Scheduled/Nonscheduled Air Carriers

Except for Navy QUICKTRANS and Air Force LOGAIR
systems where the FAA has issued specific waivers,
certificated scheduled and nonscheduled air carriers
may not transport articles prohibited from airlift in
cargo-carrying aircraft and, as further limited in
passenger-carrying aircraft, those articles
restricted in individual airline tariffs and in the
Official Air Transport Restricted Articles Tariff 6-D

and the 31 December 1991 edition of Title 49, Code of Federal Regulations (CFR), Parts 100 through 199.

- a. Movement of Class A or B ammunition and explosives on commercial passenger aircraft is prohibited.
- b. Class C small arms ammunition may be carried on scheduled service commercial passenger aircraft. Not all scheduled service airlines will accept small arms ammunition for movement; not all subscribe to the Department of Transportation (DOT) rules on weight per box. Tos must determine, prior to making any arrangements, that the origin carrier and interline carrier will accept Class C small arms ammunition shipments.
- c. Small-arms ammunition for personal use may be carried by a crewmember or passenger in his baggage (excluding carry-on baggage) if securely packed in fiber, wood, or metal boxes, or other packaging specifically designed to carry small amounts of ammunition.
- d. For a listing of materials which may be carried aboard aircraft by passengers, see 49 CFR 175.10.

CHAPTER 12. SHIPMENT BY GOVERNMENT-OWNED TRANSPORTATION EQUIPMENT

- A. Policy. The preferred method of transporting property for the Government is through the facilities and equipment of commercial carriers. However, as directed by the local authority having cognizance, government-owned motor vehicles may be used to transport freight up to 100 miles, one way, except as provided below. For district or units located within a city, the metropolitan area of the city is usually the limit for government-owned motor vehicles.
- B. Military Necessity. When the commander/commanding officer determines that an emergency exists, that the use of government-owned motor vehicles is justified for security reasons, or that the use of such vehicles would be in the best interest of the Government, government-owned and operated vehicles may be used to transport freight regardless of the distance involved, provided that state permits are not required because of excessive dimensions or weight. Such cases would involve the movement of highpriority material and trips to the nearest Aerial Port Squadron for movements via Military Airlift Command (MAC) or OUICKTRANS.
- c. Transfer and Return of Government-Owned Transportation Equipment. When government-owned transportation equipment is transferred from or returned to the district or unit to which assigned, such vehicles may be loaded with Coast Guard material to be transported, regardless of the distance involved.
- D. Documentation of Shipments. When government-owned transportation equipment is used for the shipment of material between Coast Guard units, copies of the basic issue document should be used to control the movement, provided proper accountability, security, and necessary receipt procedures are maintained.

CHAPTER 13. SPECIALIZED TRANSPORTATION SERVICES

- A. Drayage. The terms cartage, freight cartage, drayage, and local trucking are usually treated synonymously by the various regulations and instructions, the difference being in the method of payment. For clarification, cartage, freight cartage, and drayage will be considered drayage. Drayage is defined as local transportation service obtained by contract, the rate or charges for which are not subject to tariffs on file with state or Federal regulatory bodies. Drayage services may be obtained by purchase requisition. However, long-term or annual requirements may be obtained by contract when drayage services are required on a repetitive basis. If other agencies have drayage contracts in effect in the local area and services are considered satisfactory, districts or units may use this service by becoming a party to the contract rather than initiate contracts for exclusive use by the Coast Guard. Government Bills of Lading (GBLs) will only be used when drayage service is provided for in established tariffs, schedules, or tenders.
- B. Local Trucking. As used in this manual, this term is defined as local transportation service between points within a commercial zone, a metropolitan area, or from a point within a city or town or village to a point adjacent thereto, for which rates and charges are published in tariffs on file with state or Federal regulatory bodies, in tariffs on file with the municipality concerned or in special tenders or rates on file with the U.S. Government. GBLs will be issued for a local trucking service. Local trucking service obtained under contract will be construed as drayage. Routing instructions (route orders) are not required for local trucking service as defined in this manual. Carriers will be instructed to submit invoices for local trucking service covered by GBLs to the designated paying office. The GBL will be attached to a Public Voucher for Transportation Charges (SF-1113) prepared by the carrier.
- C. Local Delivery. As used in this manual, this term is defined as local transportation service within the boundaries of the delivering unit or between the delivering unit and contiguous or adjacent units, including ships, mobile units and tenants located at or adjacent to these units. GBLs will not be used for local delivery services. Charges for local delivery will be made against the operating funds available to the delivering district or unit.

- D. Specialized Motor Carriers.
 - 1. General. Specialized motor carriers are usually restricted to shipments of specific commodities and/or commodities which, because of unusual size and/or weight, requires specialized equipment, i.e., flat bed, drop flat, lowboy trailer equipment, etc. This restriction is based on the carrier's Interstate Commerce Commission (ICC) operating authority. "Heavy hauler" is the more familiar term that describes this category of motor carrier.
 - 2. Overweight and Overheight Shipments. Laws of various states provide that no vehicle which exceeds legal limitations of weight and dimension may use public highways unless prior permission is granted by the State or States concerned. Limitations on the weight and dimensions of vehicles using public highways are determined independently and may vary for interstate movements. These limitations are necessary to assure safe transport and to prevent damage to the roadways.
 - 3. Not Military Necessity. When an oversize, overweight, or other special shipment does not fall into the nature of a military necessity, motor transportation will be used when it is cost-favorable and the motor carrier can secure the necessary permits and clearances. Assistance in obtaining a specialized carrier with an applicable tender on file can be requested from the General Services Administration (GSA) Regional Office. Shipments which exceed any legal size or weight limitations will not be forwarded over public roads by or for the Coast Guard without prior permission granted by the State or States concerned in accordance with procedures set forth herein. Permits for oversize or overweight movement issued by State regulatory authorities, upon direct application of commercial carriers without regard to the military character of the cargo, will be accepted as evidence that such movements are within the provisions of the laws of such States governing civilian cargo movements. However, under no condition will a carrier be authorized to initiate communication with state officials for permits if it is essential to national defense that an oversize or overweight movement be made over public roads by commercial carriers.
 - 4. <u>Military Necessity</u>. When military necessity requires the movement of oversize and/or overweight articles via public highways of the United States, permits will be requested for shipments which exceed any legal size or weight limitation only after determination has been made that military necessity requires movement by motor vehicle. The GSA Regional Office, with an information

copy to Commandant (G-ELM), will be furnished the following information:

- a. Origin point.
- b. Destination point.
- c. Proposed date and time of movement.
- d. Type of cargo (within security limitation).
- e. Name of commodity and manufacturer's name.
- f. Height at extreme height of loaded and unloaded vehicle.
- g. Width at base and all intermediate points of loaded and unloaded vehicle.
- h. Length overall and at base of loaded and unloaded vehicle
- i. Weight of each oversize or overweight article to be shipped.
- j. Unusual characteristics such as projections.
- k. Reasons that the oversize or overweight characteristics of the vehicle and/or load cannot be reduced.
- Certification that movement by highway is essential to National Defense (this certification will be made by the district or unit directing the shipment).

 $\underline{\textbf{Note:}}$ The office to which this information is submitted will obtain the required permits from each State through which the shipment must travel.

E. <u>Motor Carrier Trip-Leasing</u>. This is a specialized form of transportation in which the rules and regulations are always changing. If you are considering a trip lease, contact your GSA Regional Office for assistance.

CHAPTER 14. MOVEMENT OF PROTECTED AND CLASSIFIED MATERIAL

A. Explanation of Terms

- 1. Classified Material. Government material or information which has been determined to require protection against unauthorized disclosure and which has so been designated.
- 2. <u>Protected Material</u>. Items with characteristics which require that they be identified, accounted for, secured, segregated, or handle in a special manner to ensure their safeguard or integrity. Protected cargo is subdivided into the following categories:
 - a. <u>Controlled</u>. Items which require additional control and security, such as money, negotiable instruments, narcotics, registered mail, precious metal alloys, ethyl alcohol, and drug abuse items.
 - b. <u>Pilferable</u>. Items which are vulnerable to theft because of their ready resale potential, such as cigarettes, alcoholic beverages, cameras, and electronic equipment.
 - c. <u>Sensitive</u>. Arms, ammunition, and explosives (AA&E) which are a definite threat to public safety and can be used by a militant, revolutionary, criminal, or other element for civil disturbance, domestic unrest, or criminal action.
- 3. <u>Cleared Carrier</u>. A commerical carrier who has met the following criteria for handling SECRET shipments:
 - a. Can provide the Protective Security Service (PSS) requirement established by a Transportation Officer (TO).
 - b. Has authorization by the law or regulation to provide the required transportation service.
 - c. Has a SECRET facility clearance issued by the Defense Investigative Service (DIS).
 - d. Has furnished Headquarters, Military Traffic Management Command (MTMC) with an applicable tariff, tender, agreement, or contract that provides for PSS.

- 4. Transportation Protective Service (TPS). A commercial carrier service performed according to Department of Defense (DOD) standards that provides instransit physical security for shipments of SECRET, CONFIDENTIAL, or sensitive material.
- 5. **Dromedary**. A freight box carried on and securely fastened to the power unit of a truck tractor or carried on a flatbed trailer. A dromedary is demountable and can be handle with a forklift truck. It is protected by a ply-metal shield and is equipped with doors on each side that can be locked with a padlock and sealed. It can be used to handle SECRET, CONFIDENTIAL, or sensitive material.
- 6. <u>Security Cage</u>. A structure fabricated of steel grating that can be used for temporary storage of SECRET, CONFIDENTIAL, or sensitive material within low security structures, including carrier terminals.
- 7. Escort or Couriers. U.S. Government military members or civilian employees or DOD contractor employees responsible for continuous surveillance and control over movement of classified material. Individuals designated as escorts or couriers must possess a DOD-issued security clearance at least equal to the level of classification of the material being transported.
- 8. Report of Shipment (RESHIP). An advance notification of shipment provided by a shipper to the consignee to be received no later than 24 hours prior to shipment arrival. See enclosure (9) for REPSHIP procedures.

B. Policy

- 1. <u>Use of Commercial Carriers</u>. Commerical carriers will be used for the movement of SECRET, CONFIDENTIAL, or sensitive material.
 - a. <u>Single Carrier Direct</u>. All motor carrier shipments of SECRET and sensitive Category I and II material will be routed via a single carrier that can provide direct, door-to-door service, to preclude unnecessary en route handling and transfers.
 - b. <u>If Single Carrier Direct Not Available</u>. If direct, single carrier service is not available, motor movement involving interchange service may be used for shipments of CONFIDENTIAL and sensitive Category III and IV material.

- 2. Use of Cleared Carriers For Secret Material. When commerical carriers are used for transportation of SECRET material, security cleared carriers will be used. In the absence of a cleared carrier, shipments classified SECRET may be moved by any carrier authorized to transport the material between the points involved provided the material is in the custody of escorts or couriers cleared to the level of SECRET.
- 3. Consolidation of Classified and Unclassified Material
 Shipment of UNCLASSIFIED material may be consolidated
 with protected material provided the mixture is
 compatible and the transportation security protection
 specified for the protected material is applied to the
 total shipment.
- 4. Use of United States Postal Service. U.S. Postal Service (USPS) Registered Mail, Return Receipt Requested, is an acceptable alternative to commerical transportation and overpack requirements for Category II, III, and IV handguns, shoulder fired weapons, and machine guns. The U.S. Postal Manual restricts such shipments to a packaged weight of 70 pounds or less and 100 inches in length and girth combined.
- 5. Personal Identification of Cleared Carriers. Motor carriers used for movement of classified or protected material under TPS will ensure that all drivers have carrier-furnished identification attesting to the driver's capability to perform the require TPS. When requested, a driver must present carrier-furnished security identification to the TO at time of shipment pickup. TOs must validate driver identification before releasing security shipments to a carrier. When validity of a driver's identification is in doubt, confirm the driver's security clearance by calling DIS at (614) 238-2265.
- 6. Security Guidelines. Trailers containing classified and protected material must always be connected to tractors during shipment except when stopped for loading or unloading; at a carrier terminal for servicing; at a carrier-designated point where the driver or qualified carrier respresentative maintains continuous surveillance over the shipment while disconnected; at a state or local safe haven location which meets terminal security standards; or, in emergencies, at a DOD safe haven or refuge location.

C. Procedures and Standards for TPS.

- 1. <u>General</u>. When a SECRET, CONFIDENTIAL, or sensitive shipment is required to move under a TPS, the carrier used must perform the appropriate TPS according to procedures and standards specified in this paragraph.
- Armed Guard Surveillance (AGS). This is no longer a Transportation Protective Service as of 27 November 1991.
- 3. Protective Security Service (PSS). PSS is used for SECRET shipments and must be provided by a cleared carrier qualified by MTMC to transport SECRET shipments. Cleared and qualified carriers furnishing PSS must:
 - a. provided continuous attendance and surveillance of the shipment by qualified respresentatives.
 - b. Maintain a Signature and Tally Record (DD Form 1907).
 - c. Use drivers who are cleared under the DOD Industrial Security Program.
 - d. If time or distance does not permit delivery during the same day of pickup, comply with the following procedures:
 - (1) If the shipment remains in the transporation conveyance, at least one qualified carrier representative will maintain continuous attendance and surveillance of the shipment to prevent access by unauthorized persons.
 - **Exception:** For air shipments, continuous observation is not required while the aircraft is in flight provided the shipment is in a compartment that is inaccessible to unauthorized persons or is in a secure, sealed, safe-like container.
 - (2) When a shipment is unloaded from a conveyance at a storage site, it must be under the constant attendance and surveillance of a qualified carrier representative or it must be placed in storage in a closed area, vault, or strongroom approved by DIS.

- 4. Dual Driver Protetective Service Without National Agency
 Check (DD): DD requires continuous attendance and
 surveillance of a shipment by qualified dual drivers.
 Drivers are not required to have a National Agency
 Check (NAC). Carrier drivers providing DD must:
 - a. Maintain a Signature and Tally Record (DD Form 1907).
 - b. For breif stops en route, ensure at least on of the drivers remains in the cab of the vehicle, or remains within 10 feet of the vehicle provided the vehicle is within full, unobstructed view.
 - c. When circumstances require more lengthy stops en route, ensure that the vehicle is parked only at a carrier terminal, a state, or local approved safe haven under 49 CFR, or , during emergencies, in a DOD safe haven or refuge location. When a vehicle is parked in a carrier terminal or at a state or local safe haven, a qualified carrier or terminal respresentative must keep the shipment in view and stay within 10 feet of the vehicle or shipment at all times, or the shipment must be secured in a fenced and lighted area under the general observation of a qualified carrier or terminal respresentative at all times. As an alternative the material may be placed in a security cage.
- 5. Dual Driver Protective Service With National Agency
 Check (Dn). Qualified companies provide all the
 services of (4) above. Drivers are required to have a
 National Agency Check (NAC).
- 6. <u>DOD Constant Surveillance Service (DOD CSS)</u>. DOD CSS requires constant surveillance of a shipment at all times by a qualified carrier representative.
 - a. For motor shipments, carriers providing DOD CSS must:
 - (1) Maintain a signature and Tally Record (DD Form 1907).
 - (2) For brief stops en route, ensure that a qualified carrier or terminal representative remains with the vehicle, (awake and not in a sleeper berth) or remains within 100 feet of the vehicle with the vehicle in full, unobstructed view .

- (3) When circumstances require more lengthy stops en route, ensure that the vehicle is parked only at a carrier terminal, a state or local approved safe haven under 49 CFR, or, during emergencies, in a DOD safe haven or refuge location. When a vehicle is parked in a carrier terminal or at a state or local safe haven, a qualified carrier or terminal respresentative must keep the shipment in full view and stay within 100 feet of the vehicle or shipment at all times, or shipment must be secured in a fenced and lighted area under the general observation of a qualified carrier or terminal respresentative at all times. As an alternative, the material may be placed in a security cage.
- (4) When motor transport service is also provided inconnection with air, rail, or water shipments, CSS procedures will apply for the motor segment of the move.
- b. For air shipments, carriers providing CSS must:
 - (1) Maintain a Signature and Tally Record (DD Form 1907 or Form AC-10 as appropriate). The record will be maintained to the point where material is loaded on board an aircraft and signed for by a carrier respresentative. Record maintenance will resume when shipment is unloaded and reloaded at intermediate points or at final destination.
 - (2) For parked aircraft with SECRET, CONFIDENTIAL, or sensitive material on board, ensure that continuous surveillance is provided at all times. Continuous surveillance means a qualified carrier or terminal respresentative must keep the aircraft in full view and stay within 100 feet of the aircraft at all times. As an alternative, the aircraft may be moved to a guarded and/or alarmed, locked facility which is under the general observation of a qualified carrier or terminal representative at all times.
 - (3) When material is awaiting loading or in transshipment prior to loading on board an aircraft, it must be under continuous surveillance of a qualified carrier or terminal representative within 100 feet at all times. As an alternative, the material may be stored in a security cage.

<u>Note:</u>: Air cargo carriers may provided full "Airline Signature Service" under provisions of the Air Transport Association (ATA) Resolution 210.65 to meet all the requirements of CSS.

- 7. Security Escort Vehicle Service (SE). SE requires two unarmed drivers in an escort trail vehicle to maintain constant surveillance of a freight vehicle. This enables rapid response in emergency situations to obtain law enforcement or other emergency assistance. the following information applies to escort vehicles:
 - a. Will be furnished by the carrier.
 - b. Will contain a mobile communications unit capable of being used to contact local agencies to obtain emergency assistance and maintain local two-way communication.
 - c. Must have drivers with the same identification and security clearance as the freight vehicle drivers.
 - d. May be an unmarked, inconspicuous passenger vehicle, van, or truck. If a cargo type vehicle is used, the orgin TO will ensure that the vehicle plus any dromedary containers are empty, sealed, and locked. The destination TO will verify seals are intact.
- D. Signature and Tally Record (STR). Signature and Tally record maintenace is an intergral part of AGS, PSS, DD, DN, and CSS and is designed to provided continuous accountability and custody of a shipment from point of pickup to delivery to the consignee. (Note: Although STR is not a TPS as defined above, it may be requested by TOs to maintain accountability of shipments that are not required to move under TPS, such as shipments of highly pilferable or unusally valuable articles.) Carriers involved in maintaining an STR must:
 - 1. Ensure that each person responsible for proper handling of the shipment signs the record at the time they assume responsibility for a shipment and at specified stages of shipment transit including temporary storage at a carrier terminal.
 - a. The initial signature on the STR should be that of the carrier's agent who signed the government Bill of Landing (GBL) or Commercial BILL of Lading (CBL).

- b. When used with DD or DN, both drivers are required to sign when they assume responsibility for the shipment.
- 2. Be able to trace a shipment in less than 24 hours.
- 3. Use the forms prescribed in paragraphs 14-D-3.b. (1), (2), and (3) below, as appropriate.
 - a. <u>Motor Shipments</u>. DD Form 1907 (Signature and Tally Record). See enclosure (26).
 - b. <u>Commercial Air Freight Shipments</u>. Airline industry internal Form AC-10 (Signature Service Record). See enclosure (27).
 - (1) The pickup driver will prepare an original and two copies of Form AC-10 to cover the motor segment at destination and furnish a signed copy to the consignee.
 - (2) A separate Form AC-10 will be initiated to cover the shipment through each terminal handling point at origin, interline point(s), and destination. These forms will be kept by each air carrier involved in the move to maintain an audit trail and provide a means for tracing the shipment within 24 hours.
 - (3) The air freight delivery driver will initiate an original and two copies of the Form AC-10 to cover the motor segment at destination and furnish a signed copy to the consignee.
- 4. <u>Distribution of DD Form 1907</u>. Shippers will prepare four copies of DD Form 1907 and dsitribute as follows:

a. For Single Line Shipments.

- (1) Original to carrier to accompany shipment to final destination.
- (2) A copy to carrier to accompany shipment for delivery to consignee.
- (3) A copy for retention by carrier.
- (4) A copy for retention by shipper.

b. <u>Interline Shipments</u>

(1) Original to origin carrier to accompany shipment to final destination.

- (2) A copy to orgin carrier to accompany shipment for delivery to consignee.
- (3) A copy to origin carrier to accompany shipment for retention by destination carrier.
- (4) A copy for retention by shipper.

Mote: The consignee is not required to return a copy of the DD Form 1907 to the shipper.

- 5. On receipt of SECRET, CONFIDENTIAL, or sensitive material, TOs should compare DD Form 1907 or Form AC-10 with the routing furnished in the REPSHIP and report any discrepancy noted.
- 6. After receipt of shipment and completion of DD Form 1907 or FOrm AC-10, the TO will furnished the delivering carrier with the original form to attach to the original GBL and SF-1113 (Public Voucher for Transportation Charges) for forwarding to the appropriate shipper service paying office for payment.

E. Minimum Security Standards

- 1. AA&E shipments. See enclosure (10).
- 2. Classified shipments. See enclosure (11).

F. Action by Origin Transporation Officers

$\frac{\text{General Requirements Pertating to SECRET,}}{\text{CONFIDENTIAL, OR PROTECTED MATERIAL}}$

- a. Requests for Route Orders will be made to the MTMC Area Command shown in enclosure (6). A Report of Shipment (REPSHIP) will be prepared in accordance with enclosure (9).
- b. Material will be transported in closed and locked compartments (including dromedary equipment), vehicles, cars, or aircraft, unless otherwise specifically authorized by the shipper. In all instances, packages weighing less than 200 pounds gross will be transported in closed equipment locked by a carrier-provided lock. Depending on the commodity by and total cost trade-offs, material may be overpacked to exceed 200 pounds gross weight when closed equipment service cannot be assured.
- c. In addition to the requirements of Chapter 18 and enclosure (2), bills of landing will:

- (1) Be annotated in the "Description of Articles" space to reflect the specific name(s) of the carrier serivce(s) indicated in the applicable tariff, Government tender, agreement, or contract (AGS, DD, etc.).
- (2) Be annotated "Carrier to notify (name of consignor and consignee with duty and 24-hour non-duty area code and telephone numbers) immediately if shipment is delayed en route because of an accident or incident."
- (3) When seals are applied by the shipper, be annotated as noted below. This provision applies for sensitive AA&E and SECRET or CONFIDENTIAL shipments, except CONFIDENTIAL LTL (less truckload).

 "Shipper seal(s) applied. Carrier may remove seal(s) and replace with equivalent seal(s) on prior consent of consignor. If seal(s) are broken in an emergency, notify consignor (name with duty and 24-hour non-duty telephone numbers) as soon as possible. Carrier must annotate seal change on GBL. Application of shipper seal(s) does not constitute a request for exclusive use of vehicle."
- (4) When seal are applied by the shipper, be annotated as noted below. This provision applies for CONFIDENTIAL LTL shipments only. "Shipper seal(s) applied. Carrier may remove seal(s) and replace with equivalent seal(s). If seal(s) are broken in an emergency, notify consignor (name with duty and 24-hour non-duty telephone numbers) as soon as possible. Carrier must annotate seal changes on GBL. application of shipper seal(s) does not constitute a request for exclusive use of vehicle."
- d. Signature and Tally Record (DD Form 1907) will be prepared and will accompany each shipment of classified or protected material accorded a signature and tally service by commerical carriers. See paragraph 14-D-4 for distribution requirements.
- e. An advance notice of shipment, other than the bill of lading, must be furnished by message or telephone and immediately upon dispatch of the shipment to the CONUS (48 states) consignee for domestic shipments. This is called a REPSHIP.

Shippers located within a 24-hour transit time will telephone REPSHIP data on the day of shipment. A telephone REPSHIP will be confirmed by message within 24 hours. See enclosure (9) for specific details on the contents of a REPSHIP.

G. Action by Destination Transportation Officers

- Upon receipt of advance notice of shipment, appropriate arrangements will be made for the acceptance, custody, and control of the shipment.
- 2. Upon receipt of classified or protected material, DD Form 1907 will be compared with the routing furnished in the advance notice of shipment. Any deviation of the routing will be reported as follows:
 - a. Notify the origin TO if classified or protected material is not received within 48 hours of the estimated time and date of arrival and if the delivering carrier cannot provide reasonable explanation for the delay. Notification should also be made to the MTMC area command (Safety and Security Hotline) that provided the routing. The telephone numbers are: Eastern Area: (800) 524-0331; in New Jersey: (800) 624-1361; Western Area: (800) 331-1822; and in California: (800) 348-4693.
 - b. Immediately notify local security office of any discrepancies involving classified or protected shipments. A complete report in accordance with established procedures, along with a copy of the advance REPSHIP, will be transmitted by fastest means to Commandant (G-ODO) per Ordnance Manuel (COMDTINST M8000.2 series) or Small Arms Manual (COMDTINST M8370.11 series), which ever is applicable.
 - c. Submit completed Transportation Discrepancy Report (SF-361) per the provisions of Federal Property Management Regulations (FPMR) (41 CFR 101-40.7) or AR 55-38/NAVSUPINST 46140.33/AFR 75-18/MCO P4610.19, Reporting of Transportation Discrepancies in Shipments.

CHAPTER 15. SHIPMENT OF MATERIAL

A. Shipment Authority

- Documentary Requirements. Prior to release to carrier, all material accepted by the Transportation Officer (TO) or his authorized agent must be authorized and documented by appropriate authority, including but not limited to:
 - a. Shipment orders issued by districts, Inventory Control Points (ICPs), units, and Headquarters offices.
 - b. Free on Board (F.O.B.) origin contracts.
 - c. Approved requisitions.
 - d. Letters or messages issued by competent authority.
- 2. Emergency Authority. In instances of emergency, disaster, or catastrophe, shipments may be made by any mode of transportation without the prior approval of the cognizant routing office, i.e., the General Services Administration (GSA)/Military Traffic Management Command (MTMC); and regardless of weight or other factors when, in the judgment of the TO, such action is considered necessary. This procedure applies only when time will not permit contacting the cognizant routing authority for routing instructions and does not waive the policy that shipments be made by the most economical mode consistent with delivery requirements. The circumstances justifying this action must be recorded on the reverse side of the memorandum bill of lading. The original and all copies of the bill of lading will be marked "Emergency Shipment."

B. Routing Authority

1. **GSA**

a. Except as otherwise provided in this part, TOs must obtain rate and routing assistance from the GSA Zone office specified in enclosure (5) when they have freight shipments that fall within the following categories: MANDATORY GSA USE SHIPMENT WEIGHT

Surface 10,000 pounds and over or

shipments that occupy the full visible capacity of a motor vehicle trailer or railcar regardless of

weight.

Air 1,000 pounds and over.

- b. Furnish GSA the necessary details concerning the shipment as far in advance as possible. Use Freight Rate and Route Request/Response (GSA Form 420).
- c. Describe material to be shipped as specifically as possible. Don't use trade names. Don't use general terms such as "vehicles," "furniture," "Government supplies," or "miscellaneous freight." Hazardous materials (explosives, flammable liquids or solids, oxidizers, poison A or poison B, etc.) must be prepared for shipment and described on transportation documents as specified in DOT Hazardous Materials Regulations, 49 CFR Parts 170 through 177. Contact the GSA Zone Office, Federal Supply Service, Transportation Management Branch, if assistance is needed for specific freight descriptions.
- d. If the shipment is in a category or weight other than that specified above, freight traffic rate and routing assistance may also be sought from the GSA zone office in order to avoid possible shipper violations of local, state, or Federal law.

e. Forms Availability

(1) An initial supply of GSA Form 420, Freight Rate and rout Request/Response may be obtained from GSA by submitting a letter request to:

> General Services Administration National Forms and Publications Center Warehouse 4, Dock 1 4900 South Hemphill Street Fort Worth, TX 76115

- (2) Annual requirements for this form should be route via Commandant (G-ELM) who will consolidate your request and submit once a year to the GSA National Forms and Publications Center.
- Standing Route Orders. To eliminate the need for repetitive routing instructions, the GSA Zone Offices listed in enclosure (5) may issue standing route orders to cover normal repetitive movements (two or more shipments per month) of specific items between specified points by any mode of transportation. Ordinarily, a standing route order will be issued when the origin, destination, commodity(ies), and frequency of shipments constitute a repetitive traffic pattern. The GSA transportation office will maintain a standing route order file and review routings at 60-day intervals from the date of their issuance to assure current application of rates, ratings, routes, and classification. When required by changed conditions, GSA must provide the requesting agency with revised routing instructions.

2. Routing by MTMC Area Commands

- a. <u>Shipment Categories</u>. MTMC area commands are authorized to select the carriers and routes for the following categories of shipments:
 - (1) All SECRET and CONFIDENTIAL shipments.
 - (2) All Class A and B ammunition and explosives.
 - (3) All SENSITIVE arms, ammunition, and explosives (AA&E) shipments.
 - (4) All shipments requiring Transportation Protective Service (TPS).
- b. <u>Procedure</u>. In the absence of a DD Form 1085 (Domestic Freight Routing Request and Order), shippers of any of the above material will contact the MTMC area office shown in enclosure (6).
 - (1) In addition to the usual information required in making any shipment (shipper, consignee, pieces, weight, cube, priority, required delivery date (RDD), etc.), the security classification (SECRET or CONFIDENTIAL) will be provided.

- (2) If the shipment consists of other than classified material, the National Stock Number (NSN) and nomenclature of each item will be required, in addition to the usual information.
- (3) After receipt of the request, the MTMC area office will provide a list of carriers authorized to transport the material as well as estimated shipping charges. The TO will contact the carriers provided and make arrangements for the movement.

C. Transportation Officer (TO)

1. Responsibilities

- a. Qualified maintenance and logistics command (MLC), district, or unit TOs are delegated authority to select the mode(s) of commercial (and Military) transportation and the origin carrier within the mode for shipment categories other than those stated above.
- b. All MLC, district, or unit TOs are encouraged to request freight rate and routing assistance from GSA on shipments for which they have delegated authority and responsibility.
- c. Semiannually, MLC, district, or unit TOs should write to the responsible GSA Zone Office listed in enclosure (5) and request copies of reduced freight rate tenders (air and surface carriers) that apply to their freight traffic authority and responsibility.
- 2. <u>Selection of Carrier Factors</u>. After the mode of transportation has been determined for shipments within the routing authority of TOs, the appropriate carrier or carriers within the mode will be selected. The following factors will be considered in the carrier selection:
 - a. Carriers selected must be capable in all respects of performing the services required. Information pertaining to the capability of the carrier(s) may be obtained from GSA or from the local agents of the carriers.
 - b. Freight rates vary with the mode of carriage and among the carriers within a mode. An evaluation should be made of the overall cost via each transportation medium under consideration; a further evaluation should be made with respect to

the carriers under consideration. Freight rate information may be obtained from the appropriate GSA office. If time doesn't permit obtaining freight rate information for priority shipments from GSA, such information should be requested from local carrier representatives. Rates furnished by carriers are for information purposes only and are not legally binding on the carrier. The legal basis for assessment of freight charges are the rates published in tariffs or special tenders.

D. Special Types of Shipments

1. Hazardous Material or Waste

- a. General. Shipments of hazardous material (HM) within CONUS (48 states) or overseas must conform to applicable requirements established by statute or by regulatory bodies having responsibility over such traffic. Shipments of HM must not be tendered for transportation in a manner or under conditions which will result in a carrier violation of these requirements. Shipments of HM transported on government-owned equipment over the public highways must also conform to these requirements.
- Statutory Requirements. For surface carriers in the United States, the regulations of the Department of Transportation (DOT) governing hazardous material (HM) are binding on all shippers and all common, contract, and private land carriers. Air carriers of HM are governed by packaging requirements of Title 49, Code of Federal Regulations (CFR), and safety requirements of the Federal Aviation Administration regulations. Water carriers must comply with regulations of DOT (primarily 49 CFR) and the U.S. Coast Guard. Specific precautions may be required by local, city, county, or state regulatory bodies in connection with intrastate shipments, water terminal handling, local hauls, etc. 49 CFR provides for civil and criminal penalties for HM shipment violations. A person who knowingly violates HM shipment requirements is subject to a maximum fine of \$25,000 per day per violation. A person who willfully violates HM shipment requirements is subject to a fine under Title 18, United States Code, and/or imprisonment of up to five years, or both.

- c. <u>Code of Federal Regulations</u>. The following is a list of pertinent parts of the Code of Federal Regulations dealing with HM:
 - (1) 10 CFR, Part 71 (Radioactive Material).
 - (2) 40 CFR, Parts 260-267 (EPA Hazardous Waste Management System).
 - (3) 46 CFR, Parts 146-148 (Dangerous Cargoes).
 - (4) 49 CFR, Parts 100 to 199 (Hazardous Material Regulations of the U.S. Department of Transportation), revised as of 12/31/91.
 - (5) CFR publications are available from Superintendent of Documents, U.S. Printing Office, Mail Stop: SSOP, Washington, DC 20402. Telephone (202) 783-3238.
- d. <u>Service Regulations</u>. The following service regulations govern the shipment of HM:
 - (1) NAVSEA OP-2165 (current series) Navy
 Transportation Safety Handbook for Hazardous
 Materials. Prepared specifically for Navy,
 Marine Corps, and Coast Guard traffic managers
 responsible for handling and transportation of
 HM, especially ordnance items.
 - (2) AFR 71-4/NAVSUP Pub 505/TM-38-250/MCO P4030.19/DSAM 4145.3 Preparation of Hazardous Material for Military Air Shipment. Instructions on preparation of HM for air shipment.
 - (3) MILSTAMP, DOD 4500.32-R, Volume 1, Appendix D, Figure D-1 Military Standard Transportation and Movement Procedures. Preparation of shipment documentation for HM in the Defense Transportation System (DTS).
- e. <u>Tariffs and Regulations</u>. The following tariffs and regulations provide guidance on the shipment of HM:
 - (1) IMDG International Maritime Dangerous Goods (IMDG) Code. Provides detailed provisions to assist in compliance with legal requirements of the International Convention for the Safety of Life at Sea. This publication is available in the United States through packaging, labeling, and maritime instrument suppliers. Districts or units must requisition copies

through normal subscription procurement procedures.

(2) IATA - International Air Transport Association (IATA)/Restricted Articles Regulations. Provides requirements for entering hazardous material into International Air Flights. For regulatory purposes involving the international transportation of hazardous material, DOT recognizes the International Civil Aviation (ICAO) Technical Instructions, but not those of IATA. However, the IATA Dangerous Goods Regulations are applicable to all airlines which are Members or Associate Members of IATA, all airlines which are party to the IATA Multilateral Interline Traffic Agreement-Cargo, and all shippers and agents that offer consignments of dangerous cargo to these operators. This publication can be obtained directly from IATA at the address shown below or from companies such as Labelmaster.

IATA
1000 Shetbrooke West
P.O. BOX 550
Montreal, Que, Canada H3A2R4

- (3) ICAO International Civil Aviation
 Organization (ICAO/Technical Instructions for
 the Safe Transport of Dangerous Goods by Air.
 This publication can also be obtained directly
 from IATA at the address shown below or from
 companies such as Labelmaster.
- (4) Acceptance of Hazardous or Restricted Articles, United States Postal Service -Publication 52 and, Radioactive Matter, United States Postal Service - Publication 6. Both available from:

U.S. Postal Service Eastern Area Supply Center Somerville, NJ 08877

f. Responsibilities of Hazardous Material and Hazardous Waste (HAZMAT/HAZWASTE) Personnel.

- (1) See 49 CFR, Subpart C, for HAZMAT/HAZWASTE requirements.
- (2) Must have a working knowledge of HAZMAT/HAZWASTE as defined in the HAZMAT/HAZWASTE regulations.

- (3) Assist packing and shipping personnel to determine the proper shipping name and hazard class for each type of hazardous material or waste shipped.
- (4) Assist shipping personnel in obtaining complete information about the authorized containers that may be used for the quantities and chemical characteristics of the hazardous material or waste to be shipped.
- (5) Assist shipping personnel in preparing specific instructions needed by carrier personnel to handle transportation emergencies involving the hazardous material or waste being shipped.
- (6) Enclosure (12) provides a step by step guide.

g. Responsibilities of HAZMAT/HAZWASTE Packing and Shipping Personnel

- (1) Must have a working knowledge of, and have available for reference to, the packaging, labeling, and marking regulations for HAZMAT/HAZWASTE.
- (2) Have accurate information about types of containers specified for each class of HAZMAT/HAZWASTE shipped.
- (3) Determine the proper shipping name, hazard class, label(s), and required container marking.
- (4) When repacking or breaking down shipments received from others for further distribution, don't assume that the original shipments were correct. Follow the same checking procedure the same as you would for a shipment originating at your unit.
- (5) When calling a carrier for pickup of HAZMAT/HAZWASTE, give him specific information as to the proper shipping name, hazard class, and quantity involved.
- (6) Before HAZMAT/HAZWASTE shipments are tendered to carriers, check the following:
 - (a) Make certain that authorized containers have been used.

- (b) Proper closures have been used and no leaks are evident.
- (c) Outside packages are properly labeled and have required outside marking.
- (d) Shipping documents include the proper shipping name, hazard class, signed certificate, and proper count and weight.
- (e) Noncompatible materials are not co-mingled in the same shipment. If noncompatible shipments are tendered to the same carrier, make certain that the carrier recognizes the situation and does not transport in same vehicle. For highway shipments, check the Segregation and Separation Chart of Hazardous Materials found in 49 CFR 177.848. For rail shipments, check 49 CFR, Part 174. If shipment by vessel is involved, check 49 CFR, Part 176.
- (f) Ensure that necessary movement permits and clearances have been obtained by shipper or carrier.
- (7) When tendering a HAZMAT/HAZWASTE shipment to a carrier, make certain that the driver is made aware that it contains hazardous material.
- (8) Then HAZMAT/HAZWASTE is loaded by shipper personnel, make certain that a carrier representative has an opportunity to approve the placement, securing, and blocking of the materiel before closing out and sealing the load, if seals are used.
- (9) If placards are required, do not permit a carrier to transport your HAZMAT/HAZWASTE shipment unless such placards are properly displayed. See enclosure (13).

2. Valuables

- a. Shipment of valuables refers to shipment of the following:
 - (1) Money of the United States and foreign countries: Currency, including mutilated and cancelled currency and specie "coin."
 - (2) Securities and other instruments or documents, private and public:

Abstracts of Title Assignments Bills Bonds Certificates of Deposit Certificates of Indebtedness Checks, Drafts and Money Orders Coupons Debentures Deeds Equipment Trust Certificates Mortgages Notes Stamps, including Postage, Revenue, License, Food Order and Public Debt Stamped Envelopes and Postal Cards Stock Certificates Trust Receipts Voting Trust Certificates Warehouse Receipts Warrants Other instruments or documents similar to the foregoing, whether complete, incomplete, mutilated, cancelled, in definitive form or represented by interim documents.

- (3) Diamonds and other precious stones, gold, silver, and any other precious or rare metal, including articles composed of these metals.
- (4) All other valuables, including works and collections of artistic, historical, scientific, or educational value which are the property of the United States or which may be loaned to the United States at its request or which may be shipped on authority of the United States for its examination or acceptance as a gift.

b. Procedures for Shipment

- (1) General. Regulations governing the shipment of valuables pursuant to the Government Losses in Shipment Act of July 8, 1937 (50 Stat. 479) as amended (5 U.S. Code 134-134h) are contained in 31 CFR Parts 260-262.
- (2) Preparation for Shipment. Two responsible employees must inspect each container of valuables to be shipped before final sealing or locking for delivery to the carrier. The shipment must be sealed or locked in the presence of these two employees before leaving

their immediate control. These requirements apply irrespective of the carrier or the mode of transportation employed in making the shipments.

- (3) Record of Shipment. For each shipment of valuables, the consignor will maintain a permanent record containing the following:
 - (a) The name and address of the consignee.
 - (b) A complete description of the contents. If the shipment comprises securities, the issue, series, denomination, serial number, and a description of the coupons, If any, attached to the securities at the time of shipment.
 - (c) Face or par value of the shipment in the case of securities, currency, etc. or the replacement value.
 - (d) The registry number of the lock and rotary numbers, if any, under which shipped.
 - (e) The number of the registry receipt or other receipt of carrier.
 - (f) The date and hour of delivery to the carrier.
 - (g) The signature of each employee who inspected the contents of the container and witnessed the sealing or locking.
 - (h) The signature of each employee who, after final sealing or locking, had custody of the shipment until delivered at the post office for registration or deposited with the pot office or other carrier for shipment.
 - (i) The name of the carrier.

<u>Mote:</u> In addition, the consignor will keep all registry receipts or receipts of other carriers for a reasonable time. The consignor should also keep other documents incidental to the shipment.

(4) Advice of Shipment. The consignor will forward a notice to the consignee immediately after shipment when the value of a single shipment of articles listed above equals or

exceeds \$10,000 except in the case of intracity shipments. The notice will include the following:

- (a) A complete record of the contents of the shipment.
- (b) The mode of transportation employed and the name of the carrier.
- (c) The date of delivery to the carrier.
- (5) Shipment Receipt. On receipt of the shipment of valuables, the consignee will be responsible for the following:
 - (a) Shipment will be opened, checked, and inspected by one or more responsible employees of the consignee.
 - (b) Consignee will notify the consignor immediately of any difference between the quantities indicated in his or her notice and in the shipment when opened, checked, and inspected.
 - (c) Consignee will promptly notify the consignor and the post office or other carrier through which delivery would be made if the shipment fails to arrive in due course.
 - (d) The consignor will be advised immediately concerning any damage to the shipment.
 - (e) All findings of the consignee or any irregularities will be made a matter of record. The record may be subject to call or inspection by the Secretary of the Treasury or other duly authorized Government officers in connection with any investigation of the shipment.
- (6) Loss or Damage. The following action is required when loss or damage occurs in connection with shipment of valuables:
 - (a) Report of loss, destruction, or damage.
 - (b) Claim for replacement.
 - (c) Proof of claim.

CHAPTER 16. TRACING AND EXPEDITING

- A. <u>Purpose and Scope</u>. The difference between the terms "tracing" and "expediting" is explained in this section which provides guidance in the use of these services. This section also outlines the procedure for requesting the tracing and expediting services for freight shipments.
- Tracing. Tracing is the procedure for locating shipments. It's a service which carriers perform for shippers or consignees when it's necessary to locate a shipment en route or when shipment isn't delivered. If freight is not delivered within a reasonable time after it is tendered for transportation, the shipper or the consignee will request that the carrier furnish information as to the location of the shipment. Failure to prove delivery will constitute a basis for freight claim action against the origin carrier. A tracer must not be requested until the carrier has had enough time, after receipt of the shipment, to make delivery at destination. These time frames vary by mode of shipment. Tracing procedures outlined in this paragraph are applicable to shipments moving outside the Defense Transportation System (DTS), as defined in Appendix A of the Military Standard Transportation and Movement Procedures (MILSTAMP) (DOD Regulation 4500.32-R). Tracing procedures for shipments moving within the DTS are outlined in MILSTAMP (DOD Regulation 4500.32-R), Appendix M.
- C. Expediting. Expediting is an action taken before the carrier receives a specific shipment to ensure movement from origin to destination in the shortest time possible. This service may be used when a shipment is needed urgently at destination or when congestion is likely to occur on the carrier lines over which the shipment is to move. While most carriers perform this service free of charge to enhance customer relations, extra charges may be assessed. Check with the particular carrier before releasing the shipment. Expediting must not be requested unless it is believed that the shipment may not arrive at destination on time without the service of expediting.
- D. Controls Within the Shipping Activity. To trace and expedite shipments effectively, it's necessary to maintain a system of movement record control and coordination from the point of issue through the storage and packing functions into the traffic section. This control is necessary for quick determination of the following:
 - 1. When requests for shipments were received.
 - 2. When material was procured or moved from storage.

- 3. When and how material was packed.
- 4. When the material was placed in the hands of the traffic function for eventual shipment. When a determination has been made that the material was shipped, certain additional procedures must be followed to effectively trace the material or expedite the material en route to destination.

E. Procedure for Tracing

1. <u>Information Required</u>. Sufficient information must be furnished to the carrier for tracing and locating a shipment. This information varies within the major geographical areas and also with the type of transportation service utilized. These variables are described below.

2. Within the United States - Including Alaska and Hawaii

- a. General. Within the United States, including Alaska and Hawaii, there are alternate procedures. When shipments have been routed in accordance with instructions furnished by appropriate routing offices, e.g., the General Services Administration (GSA), the Military Traffic Management Command (MTMC), the requester will furnish the information listed in paragraphs 16-E-2.b. or c., as applicable, to the originating carrier or to the routing office which issued the routing instructions.
- b. Shipments Routed by Transportation Officers (TOs)
 Submit requests for tracing of less than load
 shipments routed by TOs via rail freight, motor
 freight, freight forwarder, or domestic air
 carriers or via coastwise or intercoastal vessels
 to the origin carrier; include the following
 information:
 - (1) Date of shipment.
 - (2) Shipper.
 - (3) Origin.
 - (4) Consignee.
 - (5) Destination.
 - (6) Description of commodity shipped.
 - (7) Initial carrier.

- (8) Carrier's waybill or freight bill (pro) number, if known.
- (9) Government bill of lading number.
- (10) Number and type of packages in shipment.
- (11) Weight of shipment.
- C. <u>Shipments Routed by GSA or MTMC</u>. Requests for tracing of rail or motor shipments routed by GSA or MTMC must include the following information:
 - (1) Date of shipment.
 - (2) Shipper.
 - (3) Origin.
 - (4) Consignee.
 - (5) Destination.
 - (6) Description of commodity shipped.
 - (7) Car or truck initials and number.
 - (8) Complete routing and route order number.
 - (9) Government bill of lading number.

3. Shipments From Outside the United States or From Points in the United States to Overseas Destinations

- a. **General**. Requests for the tracing of shipments to locations outside the United States or from the United States to destinations overseas must be handled per paragraph 16-E-2.b. or c., as appropriate.
- b. Ocean Shipments. When tracing action is required in connection with shipments via ocean carriers, the procedures outlined in MILSTAMP (DOD Regulation 4500.32-R), Appendix M, will be observed.
- c. <u>Air Shipments</u>. When tracing action is required in connection with air shipments to or between overseas areas, the information listed in paragraph 16-E-2.b.(2), including the Transportation Control Number (TCN), must be submitted to the appropriate Air Clearance Authority (ACA) as listed in MILSTAMP (DOD Regulation 4500.32-R), Appendix J.

- d. Other Shipments. When tracing action is required in connection with shipments forwarded via other than air or ocean carries, the information listed in paragraph 16-E-2.b.(2) or (3), as appropriate, must be supplied the carrier to whom the shipment was tendered.
- 4. <u>Parcel Post Shipments</u>. See Coast Guard Postal Manual (COMDTINST M5110.1 series) or U.S. Postal Service Regulations at 39 CFR Parts 310 and 320.

F. Pocedure for Expediting

- 1. <u>General</u>. When expediting service is required, the transportion officer of the shipping district or unit will place a request with the origin carrier involved.
- 2. <u>Information Required</u>. Requests for expediting will include the information listed in paragraph 16-E-2.b. or c, as appropriate.

CHAPTER 17. LOSS OR DAMAGE

- A. Purpose. This section provides procedures:
 - To be used in determining and reducing the causes of loss and damage.
 - For reporting lost, over, short, astray, or damaged freight shipments.
 - 3. For adjusting such discrepancies.
- B. <u>Loss and Damage Prevention</u> Transportation Officers (TOs) are responsible for assuring:
 - 1. The adequacy of shipping and receiving procedures.
 - 2. Use of containers that are properly constructed and suitable for the intended service.
 - Compliance with applicable loading, blocking, and bracing requirements.
 - 4. Compliance with provisions of AR 55-38/NAVSUPINST 4610.33C/AFR 75-18/MCO P4610.19D/DLAR 4500.15, Reporting of Transportation Discrepancies in Shipments; or Federal Property Management Regulations (Subpart 101-40.7), Reporting and Adjusting Discrepancies in Government Shipments. (Note: These procedures provide for the preparation and distribution of Standard Form 361, Transportation Discrepancy Report (TDR). When SF-361 is used as a notification to the carrier, the statement "Copies of this report will not be furnished to carrier" in block 15 will be deleted by using pen and ink.)
 - 5. That transportation personnel are familiar with and are adequately trained in loss and damage prevention procedures and techniques.
 - 6. That the causes of loss and damage are determined and preventive measures are initiated.
 - 7. Detection and resolution of loss or damage incident to shipment.
 - 8. Proper documentation and reporting of over, short, astray, or damaged freight and other discrepancies as prescribed in regulations.

C. Survey of Carrier's Facilities for Astray Freight

- 1. General. In order to locate astray freight, TOs will be available to visit the carrier's local terminals or warehouse for the purpose of locating astray Coast Guard and other Government freight. To avoid duplication of effort, surveys will not be required when the TO has determined that surveys in his area are conducted by members of the DOD/GSA Joint Military Astray Freight Program (JMAFP) sponsored by the Military Traffic Management Command (MTMC). When astray freight, either classified, protected, or unclassified, is found, procedures found in Chapter 4, AR 55-38/NAVSUPINST 4610.33C/AFR 75-18/MCO P4610.19D/DLAR 4500.15, Reporting of Transportation Discrepancies in Shipments, or 41 CFR 101-40.7 will be followed.
- 2. Assistance to Carriers. When it's apparent that an astray shipment is Government property, the TO will develop and furnish appropriate forwarding instructions to the carrier. If only shipper's marks are available, the TO will contact the shipper to determine the identity of the consignee, destination, and applicable bill of lading reference. Containers without identifying marks, which are presumed to be Government property, may be opened and examined with the prior approval and the presence of the carrier's authorized representative. Such container may hold packing lists or other evidence to facilitate identification. When there's not sufficient information available to enable immediate disposition/reconciliation of astray freight located in carrier's terminals, procedures in section 17-C-1 regarding preparation of a Transportation Discrepancy Report (TDR) will be followed.
- 3. Delivering Astray Freight to Local TOs. Pending determination of final disposition, a carrier may give possession of astray freight, identified as Government property, to the local TO. In such cases, a receipt will be given to the carrier and TDR procedures will be followed. If the freight is subsequently returned to the carrier for forwarding to the correct destination, cancellation of the receipt previously given will be arranged. When astray freight isn't returned to the carrier for onward movement to destination and local disposition is made of the freight, the carrier and all interested persons will be advised of such disposition.

D. Processing of Overages, Shortages, and Damages

1. Determining Overage, Shortage, or Damage. A careful examination and count of all containers or pieces in each shipment delivered by commercial carriers will be made by the receiving activity to determine whether overage, shortage, or damage exists. The receipt of shipments with shortage or damage may result in the initiation of freight claims against the commercial carrier transporting the shipment. An overage results from either overshipment or because of a diversion of freight originally intended for another consignee.

2. Action Required When Overage, Shortage, or Damage Exists General guidelines are provided in enclosure (16). More specific guidelines are detailed in enclosure (17). When an overage, shortage, or damage exists in connection with a shipment, the receiving unit will follow the procedures outlined in this section and in Reporting of Transportation Discrepancies in Shipments. The three rules to follow in the event any of the above conditions exist is documentation, documentation, documentation. The instructions in this section will supplement those in Reporting of Transportation Discrepancies in Shipments on the preparation and distribution of the TDR. These procedures apply to all overages, shortages, or damages whether determined immediately upon delivery of the shipment or when supplies are unpacked (concealed loss or damage) at some later date. However, accomplishment of bills of lading will be based on piece count and apparent condition of material at the time of receipt and will not be delayed pending inspection of material for concealed damage.

Checking Shipments Upon Delivery

a. General. Receiving units will check the consignee's copy of the Government Bill of Lading (GBL) against a tally of the shipment delivered by the carrier to determine that the cargo described on the GBL Has been delivered and the service rendered by the carrier fulfills the requirements of the GBL. Copies of applicable tally sheets or carrier delivery documents will be filed with a copy of the GBL to provide a complete record of shipment receipt. Receiving units will maintain adequate suspense file copies of GBL's to identify shipments that have not arrived within 30 days after receipt of the GBL.

Inspection at Time of Delivery. A careful b. examination and count of all containers in each shipment received from a commercial carrier will be made by the receiving unit to determine whether overages, shortages, or damages exist at time of receipt. Each billed item will be checked from the carrier's equipment to observe any apparent shortage in or damage to the lading. The checking must proceed concurrently with the unloading. The entire contents of the carrier's equipment will not be unloaded and the items then checked. As such, a check would create a questionable area in making recovery from the carrier in the event of a discrepancy. At the time the check is performed, a suitable record will be made of the count and condition of the items on a copy of the bill of lading or other approved form which will identify the shipment, carrier's equipment, date, time, and the checker's name. This document will be filed as, or with, the "Property Received" copy of the bill of lading.

4. Inspection of Lading When Damages Exist

- General. Any damage, shortage, or loss not of a a. concealed nature will be noted on the carrier's delivery receipt, signed by the TO, transportation agent, or other qualified person, and acknowledged by the signature of the carrier's representative. Such notations will be of a specific nature. Also, these notations will be made on the consignee's copy of carrier's delivery receipt. Under no circumstances will qualified statements or notations such as "Subject to count and inspection" be made on the carrier's delivery receipt. This requirement is equally applicable to any shipping or receiving document, whether or not irregularities exist.
- b. If Goods Are Damaged. When damages are discovered in a shipment received from a carrier, the entire lading will be examined immediately. The nearest office of the delivering carrier will be advised immediately, by telephone if located within the vicinity, and requested to inspect the lading. This advice will be confirmed in writing by mailing a TDR to the office contacted. The carrier's inspector will be given a reasonable opportunity, not to exceed 7 calendar days, from the time the first notice is given to make an inspection. The carrier's representative may elect to waive the

inspection. In this event, a TDR also will be furnished to the carrier's representative for signature to confirm his waiver. In either case, the signed copy will be made a part of the claim file.

5. <u>Damaged Packages To Be Opened in Presence of</u> Inspector

- a. <u>General</u>. Damaged packages <u>will not be opened</u> until the carrier's inspector arrives, unless there is a definite possibility that damage to the material can be reduced by prompt unpacking. If unpacked under these conditions, the packing material is to be preserved for examination by the carrier's inspector.
- b. If Carrier Waives Inspection. When the carrier waives inspection of the damaged articles, unpacking may be done immediately. A signed TDR, or statement, will be obtained from the representative of the carrier verifying his waiver. When the carrier's representative makes out his inspection report, a copy will be obtained and retained with the "Property received" copy of the bill of lading. Receiving unit personnel will not indicate, in writing, concurrence or nonconcurrence in inspection reports prepared by carrier agents. Remember that these inspectors are generally independent agents working for the carrier industry.
- 6. Assumption of Liability by Carrier. When the carrier assumes responsibility for the loss or damage upon inspection, a statement to that effect properly certified by the carrier's agent will be obtained if possible. If such a statement is obtained, it will be filed as supporting evidence to the claim file or survey action initiated via the TDR.
- 7. Photographs. When apparent damage or other conditions exist that may result in concealed loss or damage, photographs will be taken before unloading operations are permitted to continue. Ensure that a camera, preferably an instant-type print, is readily available.

8. Annotation of Carrier's Delivery Receipt

a. **General**. Before signing the carrier's delivery receipt, the person receiving the shipment will note on the receipt specific details regarding the nature and extent of all apparent overages, shortages, losses, and other discrepancies

between the quantity and condition of the property as received and as shown on the covering bill of lading or other transportation document.

- b. Specific Notations. Any notation placed on the carrier's delivery receipt will also be shown on the consignee's copy of the delivery receipt or freight bill. The person receiving the shipment will sign and date these notations and request the carrier's driver or representative also to sign the notations. No qualified statements or notations such as "Subject to count and inspection" will be made on the carrier's delivery receipt. This requirement is applicable to statements or notations on any shipping or receiving document, whether or not irregularities exist.
- c. Instructions to Receiving Personnel. Once a delivery receipt is signed "clean" (without any exceptions), it's almost impossible to recover any money for damages the carrier may have caused. Well informed receiving personnel are the first line of defense in protecting the interests of the Government. Therefore, TOs will draw up appropriate instructions for receiving personnel and conduct training, as needed.

9. Shortage of Classified or Protected Material

- a. Classified Material. When a shipment of classified material is short upon receipt, the individual discovering the loss, compromise, or subjection to compromise will report the facts immediately to the most readily available command. The command receiving the report will take immediate action as required by COMDTINST M5500.11, Security Manual.
- b. Protected Cargo. Regulated materials are materials over which proper authority exercises close supervision of distribution, issue, and use because it's scarce, costly, or of a highly technical, hazardous, or sensitive nature. When a shipment containing protected material is short upon receipt, a report of the shortage will be made by the TO as prescribed in the directive cited in paragraph 9-a preceding. Included in this category are money, narcotics

articles difficult to replace, small arms, ammunition, and other ordnance material. See the general definition of protected cargo in the glossary.

10. Receipt of Supplies Damaged in Transit

General. The responsibility of the Government а. to accept delivery of a shipment on which damage has occurred while in transit is apart from the right to reject material because of nonconformance with the provisions of the procurement contract. When a shipment is damaged while in transit, the consignee will accept delivery from the carrier unless the property has been damaged beyond economical repair. Contractual terms which place risk of loss or damage on the contractor while the shipment is in transit (for example, Free on Board (F.O.B) Destination) do not relieve the Government of responsibility to accept the shipment. The F.O.B. and acceptance terms of the procurement contract will determine the procedures under which claims against the carrier will be settled. When loss or damage does occur, the TO or his representative will annotate the carrier delivery receipt as outlined in paragraph 8 preceding.

b. Transportation for Account of the Government

- (1) Under no circumstances will freight be refused and returned to the carrier except as outlined in paragraph (3) below. When a carrier offers delivery of supplies which have been damaged in transit and the shipment has been made under a Government bill of lading, or transportation charges are for account of the Government, TOs should determine, if possible, whether or not the supplies have been damaged beyond economical repair.
- (2) Where damaged property can be repaired economically and satisfactorily, arrangements shall be made by the unit paying the transportation charges, or its authorized representative, to have the repairs made. This amount will be part of any claim against the carrier thereof. Alternatively, the carrier may be allowed to perform the repairs or make the necessary arrangements therefor, subject to

- inspection and acceptance by Government agency inspectors or other designated personnel.
- (3) Property may be rejected to the carrier and claim made for its full value only when it has been damaged to the extent that it has no salvage value or it is not economically repairable. If the supplies have been damaged beyond economical repair, TOs will refuse to accept delivery from the carrier unless the supplies are TOP SECRET, SECRET, CONFIDENTIAL, or are critical supplies or material of the type listed in paragraph D-9.b. When the extent of the damage cannot be ascertained until after delivery of the supplies, the material will be accepted.
- (4) When it's been determined that property has been damaged to the extent that it has no salvage value or is not economically repairable, and that it can be abandoned, the carrier shall be notified promptly of the location of the rejected property and shall be requested to make appropriate disposition of it.
 - (a) If the carrier refused to accept the rejected property, the TO shall request, in writing, that the carrier furnish a written statement of the reason for refusing the property. Upon receipt of the written refusal, the unit shall take appropriate action to dispose of the property and treat it as abandoned.
 - (b) If the carrier fails to make appropriate disposition of the rejected property within a reasonable length of time, the TO shall notify the carrier, in writing, that the property will be disposed of by the unit without further delay.

c. Transportation for Account of the Supplier

(1) F.O.B. Destination Purchases. When goods are purchased "F.O.B. destination" under procurement contracts or purchase orders, title doesn't pass from the contractor to the Government until the supplies are accepted at destination by the Government. Under such circumstances, contractors ship

under prepaid commercial bills of lading and the carrier acts as an agent for the contractor. In other words, any discrepancies are resolved between the carrier and the supplier. In such instances, the receiving location shall make accurate notations of discrepancies on the carrier's delivery receipt or freight bill. The carrier's driver or representative shall be requested to sign the notations of discrepancies. Prompt notification on the SF 361 shall be furnished to the supplier and the contracting officer. The report shall include supporting documents; e.g., a copy of the annotated delivery receipt, photos, inspection report, or written waiver.

- (2) F.O.B. Origin Purchases. Purchase documents requiring contractors to deliver supplies "F.O.B. origin" generally provide that shipment will be made under a GBL. Title passes to the Government as soon as the carrier accepts the shipment at the supplier's premises. On occasion, however, it's desirable or necessary to purchase material F.O.B. supplier's plant and have it shipped at supplier's expense subject to reimbursement by the Coast Guard. This is basically transportation for account of the Government and, when supplies are damaged in transit, instructions provided in paragraph 10 pertaining to receipt of damaged material will apply.
- 11. Release of Classified or Protected Material to
 Carriers Prohibited. Under no circumstances will TOP
 SECRET, SECRET, CONFIDENTIAL, or protected material
 be released to a carrier for repairs or salvage.

12. Seal Record

a. **General**. On carload, truckload, or sea van shipments (sea vans are defined as Government or commercial owned or leased shipping containers), the notation of shortage or damage will indicate whether the original seals were intact upon arrival of the shipment or whether seals were missing, broken, tampered with, or substituted. Seal numbers other than those applied at point of origin will also be recorded. When there's any doubt as to the numbers of the original

- seals applied at point of origin, the TO will contact the shipper for this information.
- b. Original Seals Intact. When a sealed carload, truckload, or sea van arrives at destination with original seals intact but with a shortage, such original seals will be evidence that the shortage is not the responsibility of the carrier in the absence of evidence to the contrary.
- c. Original Seals Not Intact. When a sealed carload, truckload, or sea van arrives at destination with original seals missing, broken, tampered with, or substituted, the fact that seals are not intact may be considered as evidence that the shortage or damage is the responsibility of the carrier, in the absence of evidence to the contrary.
- 13. Clearance When Shipper Acknowledges Responsibility
 When a shortage notation has been made on the
 delivery receipt and the issuing officer or shipper
 acknowledges his responsibility for the discrepancy,
 the office responsible for payment of the
 transportation charges (generally the Finance Center)
 will be notified. A copy of this notification will
 be given to the delivering carrier.
- 14. Clearance When Property Checked Short Is Received

 Later. When a shortage notation has been made on the delivery receipt and the property checked short is received later, the consignee will notify the office responsible for processing freight claims. A copy of the notification will be given to the delivering carrier.
- 15. Loss of Entire Shipment. If no part of a shipment is received at destination within 30 days after receipt of the advance (blue) copy of the GBL, the origin carrier or his agent will be informed that the shipment hasn't been received and a claim may be processed against the carrier. A letter will be issued to notify the origin carrier or agent of the planned claim action. A copy of this letter will be forwarded, along with any other pertinent correspondence or information in connection with the investigation of the loss, to the paying office (generally the Finance Center) responsible for payment of the transportation charges. A TDR will be initiated as prescribed in Reporting of Transportation Discrepancies in Shipments and forwarded as the covering document for the claim file. If the consignee has authoritative information

from the carrier or other sources that the shipment will not be delivered, the 30-day waiting period may be waived and the TDR will be issued immediately.

16. Disposition of Overages

- a. General. When the number of packages offered for delivery is more than shown on the applicable bill of lading or other transportation document, and when all packages are marked for the same consignee, the overages will be accepted. The TO will attempt to reconcile overages and astray freight with corresponding shortages associated with other shipments received at the facility.
- b. Identical Freight Received Later freight on one bill of lading is identical with a reported shortage on another bill of lading, the excess or overage will be used to offset the reported shortage. If excess freight can't be identified or used to offset other shortages within seven calendar days after the date of discovery, the receiving office will use an SF 361 to request disposition instructions from the consignor or shipper.
- c. Unidentifiable Freight or Wrong Consignee. If a carrier attempts to deliver a shipment containing packages which are marked for another consignee or which can't be identified, the misdirected or astray packages will not be accepted.
- d. <u>Overshipments</u>. When there's an overage because of an actual overshipment and the weight of the overage isn't included in the weight shown on the bill of lading, a letter in the following format will be sent to the local agent of the delivering carrier and a copy forwarded to the office responsible for the payment of transportation charges:

"In	connection	with	Govern	nment	bil	1 0	f la	ding
No.	date	d b	co	overi	ng s	hip	ment	of
weig	ght	from		to			_ re	ceived
by t	this office	on		you a	are	adv.	ised	that
this	s shipment o	checke	ed "ove	er" _			upon	
delivery and that said overage was contained in								
car	or truck nu	umber		sho	own	on	that	bill
of lading, is not included in amount or weight								
shown thereon, and is not a shortage in								
conr	nection with	n any	other	bill	of	lad	ing	or
ship	oment.							

This office has conferred with the consignor at who acknowledges the error in count and billing and the overage has been taken up in the accounts of this office.

This letter is addressed to you for your information in connection with your account for service rendered on bill of lading No.

and if possible should be attached to that bill of lading when the account is presented to the disbursing office for payment. It should be forwarded immediately to your auditor in order that charges on the bill of lading may be submitted on the proper basis.

Signed	***
signed	•

17. Concealed Loss or Damage

- a. <u>Concealed Loss</u>. The term "concealed loss" means a loss that's not evident at the time of delivery but is discovered by the consignee upon opening the package and checking its contents.
- b. <u>Concealed Damage</u>. The term "concealed damage" means a damage to the contents of a package which is not evident at the time of delivery by the carrier but which is later discovered by the consignee upon unpacking.

c. Notice to Carriers

(1) Domestic Shipments: When loss, damage, or shortage that was not apparent at the time of delivery is subsequently discovered and the total amount of loss, damage, or shortage, including unearned freight charges, on a single bill of lading or other transportation document, is known to exceed \$50, the delivering carrier will be notified by telephone and requested to inspect the property involved. Unless there are extenuating circumstances, the notification and request for inspection will be made by telephone no later than 15 calendar days from the date of receipt of shipment and confirmed on an SF 361. The SF 361 will include the date the telephone request for inspection was made and the name of the carrier's representative who was contacted. A copy of the notification and request for inspection will be retained for possible claim purposes. Wrappings, packing materials, and any unopened.

packages shall be retained for the carrier's inspection. A copy of the carrier's inspection report shall be requested for use in determining liability or preparing a claim. If the carrier fails to make an inspection within a reasonable time (usually 5 workdays after notification), or if the carrier waives the opportunity to perform an inspection, the carrier shall furnish an oral or written waiver as provided in SF 361.

- (2) International Shipments: When loss, damage, or shortage that wasn't apparent at the time of removal of the property from the carrier's possession is subsequently discovered when the packages are opened, the carrier will be notified promptly in writing using an SF 361. When an ocean carrier is involved, the written complaint will be given to the carrier or its agency at the port of discharge within 3 calendar days of delivery. When an international air carrier is involved, a written complaint to the carrier will be made within 14 calendar days of receipt of the property. Written notice to ocean and international air carriers shall indicate a reasonable period of time for inspecting concealed loss or damage.
- 18. Factors To Be Determined in Origination of Freight Claims. All shipping and receiving units will endeavor to minimize freight claim losses to the Government through the proper documentation of freight claims. The documentation of a freight claim includes the conducting of complete investigation of a transportation exception or discrepancy, the determination of the cause or responsibility for such exception or discrepancy and the preparation and distribution of the documentary evidence proving or disproving carrier, contractor, or Coast Guard liability. As these functions are of a technical nature, they will be performed by the TO, freight claims analyst, or any other qualified transportation personnel at each unit. Specifically, the investigation of a freight claim will include the determination of the following factors:
 - a. Whether any basis for a freight claim, in fact, does or may exist.
 - b. Responsibility for processing the freight claim against the carrier.

c. Responsibility for the act that resulted in the shortage or damaged condition of the freight.

19. Responsibility for Initiation of Claims Against Ocean Carriers for Loss or Damage. For Coast Guard shipments moving via the Defense Transportation System (DTS), the Military Sea Lift Command (MSC) is responsible for initiating claims against water carriers for loss or damage in transit. The exceptions noted on discharge of cargo from the vessel are used as the basis for claims and will be documented in accordance with the cargo outturn report procedures contained in MILSTAMP (DOD Regulation 4500.32-R), Volume I, Chapter 3.

20. Responsibility for the Initiation of Claims Against Commercial Land or Air Carriers for Loss or Damage

- a. General. The responsibility of transportation personnel for initiating a claim against the carrier ordinarily will depend upon whether or not the material was the property of the Government when the loss or damage in transit occurred. Generally, all material moving from one Coast Guard unit to another is Government property, unless there's specific evidence to the contrary.
- b. Purchase Order Material. When goods are procured under contract, they become the property of the Government upon delivery to the Government at the delivery point designated in the contract, without regard to whether the material is shipped under a Government or a commercial bill of lading. Generally, the delivery point is the F.O.B. point. Contract clauses relating to inspection and acceptance of material and the payment of freight charges generally don't determine when the title passes to the Government or whether the Government or the contractor is responsible for making a claim against the carrier for loss or damage. Table 1 is a guide in determining ownership of newly procured material lost or damaged in shipment and claim filing responsibility.

21. Repair of Damaged Articles

a. <u>Definition</u>. The term "repair" is the process of replacing components parts or restoring a used, damaged, or deteriorated article to a ready for issue condition. An article repaired is the same for operating purposes as the article before repair was needed. Through repair, a

used, damaged, or deteriorated article may be restored to the same degree of value as a corresponding new item, or to a lesser degree of value than a corresponding new item. A repaired article restored to the same degree of value as a corresponding new article will not be distinguished from a new item in pricing, reporting, or issuing procedures.

- b. Repairs at Receiving Activity. Upon receipt of Government-owned material damaged in transit by commercial carrier, the carrier will be notified and an inspection requested. Upon completion of the inspection of the damage by the carrier (unless waived), minor repairs will be made using the facilities of the receiving unit, when practicable. If the damage is extensive and the cost of repairs will be large, the carrier will be consulted before proceeding with the repairs. The cost of the repairs with appropriate accounting data will be included in the TDR issued as a report of survey and forwarded to the claims office.
- Expense. When it's impracticable or uneconomical to utilize Coast Guard facilities, receiving units will endeavor to arrange with the carrier to have the necessary repairs made by commercial concerns with payment for the repairs made directly by the carrier. Upon completion of satisfactory repairs, the TO will advise the claims office by letter that the repairs are satisfactory and will authorize the cancellation of the TDR. A copy of such letter will be sent to the carrier agreeing to pay for the repairs.

22. Parcel Post Shipments Lost or Damaged

a. **General**. When a parcel post shipment is lost or damaged, recovery of the monetary value from the United States Postal Service by a Government agency can be made only when the material was mailed under registered or insured mail services.

TABLE 1

F.O.B.	Shipment made under the following types of bills of lading and terms of purchase(1)	Title and Risk of transportation pass to the Government at (2)		Claim filing responsibility for loss and/or damage in transit(2)	
	,	ORIGIN	Destination	USCG	Contractor, Vendor, or Supplier
Origin	Government bill of lading; transportation costs payable by the Government.	X		X	<u> </u>
	Government bill of lading; prepaid destination price basis with transportation costs deductible from the invoice.	X		Х	
	Prepaid commercial bill of lading; transportation charges not subject to reimbursement.	X		Х	
Desti- nation	Prepaid commercial bill of lading; transportation costs payable by contractor, vendor, or supplier.		Х		Х

⁽¹⁾ Statements in contracts or purchase orders such as "Subject to inspection and acceptance at destination" or "Subject to inspection at origin and acceptance at destination" do not affect the claim filing responsibility as indicated above except when the material fails to conform to contract specifications.

⁽²⁾ Unless otherwise specifically provided in the contract or purchase order.

- Parcel Post Shipments by Military Installations, Other Government Agencies and F.O.B. Origin Shipments From Contractors. Recovery of the monetary loss or damage of Government-owned material isn't possible if it wasn't mailed under registered or insured mail service. The Coast Guard must absorb the loss or damage through survey action prescribed in the Property Management Manual (COMDTINST M4500.5 series), Chapter 7, for material lost or damaged in the mail and not registered or insured. Report of Survey (CG Form 5269) will be initiated by the consignee to cover such discrepancies. When an undelivered parcel post shipment is \$10 or more and is not registered or insured, the consignee will request the shipping activity to file a tracer inquiry for the Loss or Rifling of Mail Matter (PS Form 1510) with the local post office. CG Form 5269 will be prepared as indicated herein, but action will be held in abeyance until receipt of the results of the tracer action by the shipper. If no notification is received within 30 days, the findings of such investigation will be assumed to be negative.
- F.O.B. Destination Shipments Forwarded by Contractors. Claims for recovery of the monetary value of material when loss or damage is incident to movement by parcel post is a matter for the adjustment between the contractor and the United States Postal Service. CG Form 5269 will not be prepared. When material forwarded by contractors via parcel post is received in a damaged condition, the receiving activity will prepare a TDR (Standard Form 361) and will mail it to the contractor. Nonreceipt of an entire shipment will be reported to the contractor as soon as practical. Copies of the SF 361 and any official correspondence regarding the loss or damage which is addressed to the contractor will be furnished to the contracting officer and, when appropriate, to the cognizant inventory control point.
- 23. Loss or Damage in Excess of Transportation Charges
 When a shipment received is damaged to the extent
 that it is a total loss or when the amount of loss or
 damage will exceed the transportation charges and the
 carrier is held responsible for such loss or damage,
 the paying office will be notified promptly by letter
 making reference to the bill of lading number.

E. Documentation of Freight Claims

1. General. The courts have repeatedly held that all pertinent claims documentation must be generated in the ordinary course of business. This means that all documents and records in support of a freight claim must be generated by someone with a personal knowledge of the facts at the time the loss or damage is discovered. This principle will be followed in preparing the various documents required to support loss and damage claims against the carrier or the contractor. The form of documentation required can be determined only after the responsibility for the initiation of claim has been conclusively established.

2. Concealed Loss and Damage Documentation

- a. **General**. When a shipment has been delivered by a carrier in apparent good order and concealed loss or damage is discovered, a TDR will be prepared. To prepare a claim for concealed loss or damage, the carrier's inspection report, if obtainable, will be furnished to the claims office to support the assembled claim file.
- b. <u>Carrier's Inspection Report</u>. Upon completion of the inspection by the carrier's representative, the authorized transportation personnel at the receiving unit will sign the carrier's inspection report and obtain a copy, if possible, for retention.
- c. Consignee's Concealed Loss and Damage Form. The authorized transportation personnel at the receiving unit will prepare the Standard Form for the Handling of Concealed Loss and Concealed Damage Claims Consignee's Form, or will furnish pertinent information in a letter. The form may be obtained in most areas from the delivering carrier. See illustrations in enclosure (14) and (15).
- d. Shipper's Concealed Loss and Damage Form. When the Coast Guard is responsible for filing a claim against the carrier, the shipper will be requested to furnish a properly executed Standard Form for the Handling of Concealed Loss and Concealed Damage Claims Shipper's Form to the receiving activity. Origin carrier's local agent will, upon request, furnish blank copies of the required form.

3. When Contractor or Vendor Is Responsible for Filing Claim Aganist Carrier

- a. <u>General</u>. When it's been determined that the contractor or vendor is responsible for filing a claim against a carrier for loss of or damage to material, the following will apply.
- b. Advice to Contractor or Vendor. The contractor or vendor will be advised of the loss, damage, or unsatisfactory condition of the shipment by the most expeditious means required so a claim may be filed promptly. Information as to the quantity and value of the material short, damaged, or in an unsatisfactory condition will be furnished with request for disposition instructions for the unsatisfactory material. Telephonic advice will be confirmed in writing within 24 hours. Copies of such communications will be forwarded to the contracting officer, the disbursing office designated in the contract, and, if applicable, to the cognizant representative of the Defense Contract Administration and the transportation paying office.
- c. Repair or Replacement of Property. When purchase documents provide for inspection and acceptance of supplies at destination and inspection discloses damage in transit, repair of the damaged property may be effected at the expense of the contractor only upon his prior authorization. Normally, repairs will be made by the contractor or his designated agent. However, under unusual circumstances, the facilities of the receiving unit may be utilized to effect repairs. Under such circumstances, an itemized estimate of the cost of repairs, including material or replacement parts, labor, overhead, plus surcharge when applicable, will be submitted for the contractor's approval and authorization to effect repairs. If, after receipt of the advice, the contractor requests that such supplies be returned to him or his agent for repair or replacement, the articles will be returned under a commercial bill of lading with all transporation charges collected. An itemized list of articles tendered to the carrier for transportation will be included in the commercial bill of lading. A copy of the bill of lading receipted by the carrier will be filed with the related purchase document.

- d. <u>Supporting Claim Documents</u>. The contractor or vendor will be furnished with all information necessary for him to determine whether a claim against the carrier is in order. However, internal forms, such as the Report of Discrepancy (ROD), SF 364; Transportation Discrepancy Report (TDR), SF 361; and classified information or documents, will not be furnished. When concealed loss or damage is involved, a copy of the carrier's inspection report and the consignee's form for concealed loss or damage will be forwarded to the contractor or vendor.
- 4. When Coast Guard Is Responsible for Filing Claim

 Against Carrier. The determination on whether to file a claim against a carrier will be made by the claims office. They will evaluate all the documentation you send them and then make a decision on how to proceed. Quality supporting documentation is essential, since it forms the basis for a successful claim.

5. Transportation Discrepancy Report (SF 361)

- a. <u>General</u>. General requirements as to the survey action required at the various unit, district, MLC, and department levels are prescribed in the Property Management Manual (COMDTINST M4500.5 series), Chapter 7.
- b. When an SF 361 Will Be Prepared. An SF 361 will be prepared immediately when loss or damage to Government-owned material is reported to or observed by the TO if the value of such loss or damage is \$50 or more and the shipment was by a commercial or contract carrier and was moved on: A Government Bill of Lading.

A Commercial Bill of Lading (CBL) for conversion to a GBL.

A Transportation Control and Movement Document (DD Form 1384), when Navy Contract Air Charter (QUICKTRANS) or MSC shipping contracts are involved.

- c. When an SF 361 Will Not Be Prepared. An SF 361 will not be prepared when:
 - (1) The value of the loss or damage is less than \$50 per Government bill of lading.

- (2) The value of the loss or damage is less than \$50 per DD Form 1384 when Navy Contract Air Charter (QUICKTRANS) or Military Sealift Command (MSC) is involved.
- (3) The loss or damage was due to movement by a Government carrier (includes shipment on USNS and MSC controlled ships).
- (4) The loss or damage occurred while the shipment was in the possession of a military installation or a military transshipping point.
- (5) The loss or damage concerns merchandise or material procured with non-appropriated funds.
- d. <u>Copies Required</u>. The original and seven copies of the SF 361 will be required for the minimum distribution prescribed in TDRs. Additional copies may be required by local regulations of the receiving unit.
- e. <u>Information Required</u>. The captions on SF 361 are designed to be self-explanatory. Detailed preparation instructions are contained in Reporting of Transportation Discrepancies in Shipments.
- f. Other Pertinent Supporting Data. All correspondence, documents, photographs, and other data which will aid in establishing liability for the loss or damage or which are considered pertinent to the case will be sent to the claims office.

CHAPTER 18. BILLS OF LADING

- A. Purpose and Scope. This section governs the use, issuance, and preparation, distribution, and accountability of U.S. Government Bills of Lading (GBL) by Coast Guard districts/units.
- B. <u>Basic Authority for Use of GBL</u>. Standard forms of GBLs and procedures governing their use are prescribed by the Comptroller General and are assigned for use throughout the Government.

C. Manual Format U. S. Government Bill if Lading (SF 1103)

- 1. Basic Sets of Forms. The GBL consists of six basic forms. Corresponding continuation sheets are available if needed. SF 1103 is available in nine part snap-out and automated pin-feed sets. See enclosure (2), Figure 2-1. The U.S. Government Bill of Lading-Original (SF 1103), Shipping Orders (SF 1104), U.S. Government Freight Waybill-Original (SF 1105), and Carrier's Copy (SF 1106) must be given to the initial carrier or his agent at the time the shipment is tendered. To make things simple, the 9 part snap-out set is constructed to allow easy separation of the first five copies, which are given to the carrier.
- 2. <u>Continuation Sheets</u>. U.S. GBL Continuation Sheets (SF 1109), is for use when there is insufficient space in the GBL Description of Articles block for the required information concerning the articles being shipped. The sheets will be numbered consecutively, with the GBL being considered as page 1; i.e.: 2 of 4, 3 of 4, 4 of 4, etc.
- 3. <u>Memorandum Copies</u>. Memorandum copies, in addition to those provided in the sets, may be used as required for distribution. The number of additional memorandum copies should be kept to a minimum, or avoided. The GBL number must be added to each copy at the applicable places.
- D. <u>Supply of Forms</u>. Requisitions for GBLs and GBL continuation Sheets will be submitted through normal forms supply channels. See Catalog of Forms (COMDTINST M5213.6 series). The National Stock Number (NSN) for the 9-part snap-out set is 7540-00-656-1476; the 9-part computer pin feed set is 7540-01-049-1118; and continuation sets are 7540-00-656-1477.

E. Accountability for GBL Forms

- 1. The GBL is an Accountable Form. Each maintenance and logistics command (MLC)/district/unit authorized to issue GBLs will keep proper records of GBLs received and issued. This is for the purpose of controlling stocks and fixing accountability with the personnel responsible for the issuance and use of GBLs. SF 1121 (Bill of Lading Accountability Record), is the form for maintaining accountability.
- 2. Accountability at Using Districts/Units. The Transportation Officer (TO) or, in the absence of the TO, an acting TO will be appointed in writing as the responsible GBL issuing officer and held accountable for GBL control, safekeeping, and disposition. Packages of GBLs must be opened immediately upon receipt and inventoried by the GBL issuing officer (or a designated representative) to verify that none are missing. An SF 1121 listing the inclusive numbers in chronological order will then be prepared. Issuances of GBLs to carriers will be recorded on the SF 1121. The date of issue will be recorded in the "Date Memo Received" column. When all the bills listed on one SF 1121 have been issued, that SF 1121 shall be placed in the "completed SF 1121" file. External audits must be conducted periodically according to local policies.
- 3. Retention of Accountability Records. SF 1121s will be disposed of three years after final entry on the record. See Paperwork Management Manual (COMDTINST M5212.12 series).
- 4. **Transfer of Forms**. Blank, serially numbered, original GBLs or preassembled sets which have been issued to TOs or their designated agents may be transferred only to other TOs or their designated agents. Annotate SF 1121 accordingly.
- 5. Disposition of Unfit GBL or GBL Issued Prior to
 Shipment Cancellation. When GBLs become unfit for use or are issued and the planned shipment is subsequently cancelled for any reason, all parts except the original must be destroyed, Mark the original "CANCELLED" or "VOID" and file in the outgoing "SHIPPED" copy file. When circumstances prevent filing of the "CANCELLED" or "VOIDED" original document, the Property Shipped copy or a memorandum copy, with appropriate notation of disposition of the original GBL, will be filed in the outgoing "SHIPPED" copy file.
- 6. Reporting of Lost, Stolen, or Missing GBL. The prefix symbol and serial numbers of blank original GBLs or preassembled sets which are lost, stolen, or

- unaccountably missing must be reported to the disbursing office responsible for payment of transportation accounts.
- 7. Recovery of Lost, Stolen, or Missing GBL. When GBLs reported as lost, stolen, or missing are recovered, they must be returned to stock and reported to the disbursing officer previously notified of loss.
- 8. <u>Valuation of Shipments</u>. Excess declared valuation is not to be shown on any shipping document, whether GBL or Commercial Bill of Lading (CBL).

F. Kind of GBL To Be Used. The TO will:

- 1. Ascertain from the terms of the purchase order or contract whether shipment is to be made under a GBL.
- Determine if use of Commercial Forms and Procedures (CF&P) is more cost efficient for certain small shipments. See Chapter 10 of this manual.
- G. When GBLs Are Required. GBLs are required in connection with all line-haul movements by commercial carriers between points in the United States for which the Government is responsible for payment of transportation charges. CBLs will only be used when they will be converted to GBLs.

H. Use of GBL for Shipments Requiring More Than One Unit of Transportation Equipment

- 1. One GBL. When a shipment requiring the use of more than one unit of transportation equipment is tendered to a carrier at one time and the necessary information, such as receipt by a carrier, delivery to consignee, and other data, can be shown on a single GBL, only one GBL should be issued for the entire shipment. The number of each unit of equipment and the quantity of freight loaded in or on each unit must be shown on the GBL. Use continuation sheets as required.
- 2. <u>More Than One GBL</u>. If there is more than one TL on a GBL, all shipments must be picked up the same day, from the same origin, to the same destination. Otherwise, issue more than one GBL.

3. Overflow Shipments. If an overflow is required from the same carrier, when the other vehicle(s) are fully loaded, the overflow must be shown on the same GBL. There can be no other option. If a separate GBL is issued for the overflow, the overflow rule, with lower transportation charges, will not apply.

I. Issuance of GBL

- 1. **General**. The issuance of a GBL after performance of the freight service is prohibited, except when it is issued to convert from a commercial shipping document or to authorize payment on a diverted or reconsigned shipment moving on a commercial prepaid bill of lading. The issuance of a duplicate GBL is also prohibited.
- 2. Persons Authorized To Issue GBLs. Only authorized TOs, designated transportation agents, or acting TOs may issue GBLs. Such authorized persons may be military or civilian employees of the Government on duty at the issuing office.
- 3. <u>Emergency Authority</u>. In emergency situations, commanding officers, officers in charge of isolated units, vessels and disaster relief details may issue GBLs.
- 4. Supporting Documents. Tos are authorized to issue a GBL provided there are available supporting shipment orders or documents. Contractual advice with supporting documentation will be required for shipments originating at commercial sources. The supporting documents will be identified on the GBL in the issuing office block and will be retained by the issuing office, for a period of time equal to that required for the retention of the GBL Property Shipped copy. After the retention period, such documents normally shall be returned to the appropriate records center with the related GBL Property Shipped copy. These documents are essential to protect the rights and interests of the Government in the event of loss, damage, litigation, or dispute.
- 5. Responsibility for Accuracy. Persons furnishing supporting documents, contract data, or other information to TOs are responsible for the accuracy of the information. The accurate copying of this information onto the GBL is the responsibility of the TO. Any doubt as to the accuracy of such information shall be resolved by the person furnishing the supporting documents.

6. Dupliate Numbered GBL

- a. Discovered Before GBL Receipted by Carrier. If duplicate numbered bills are discovered before one or both are receipted by the carrier, one set will be cancelled and annotated, "DUPLICATE NUMBER." The original will be filed with the Property Shipped copy of the set used.
- b. Discovered After GBL Receipted by Carrier. If the duplication is discovered after both bills are receipted by the carrier, but while still in the possession of the issuing officer, one set will be annotated, "DUPLICATE NUMBER BUT VALID" and signed by the TO.
- C. Notice to Paying Office Authorized Certifying
 Officer (ACO). If both bills have left the
 possession of the issuing officer, the paying
 office ACO will be notified that two GBLs bearing
 the same number were issued and that both are
 valid. The notification will include the GBL
 number.

J. Computer Format - SF 1103, U.S. Government Bill of Lading

- 1. <u>Use</u>. Tos may use computer-prepared unnumbered GBLs in lieu of manually prepared GBLs when issuing officers have determined that it is more efficient and economical.
- 2. <u>Supply</u>. See paragraph 18-D.
- 3. Numbering System. Numbers assigned to GBLs must include prefixes and be used in the sequence assigned by the General Services Administration (GSA). The issuing office will establish controls to ensure that the same number is not used more than once. A GBL will not be numbered until the GBL is prepared. Prepared GBLs will be recorded daily on a bill of lading register.
- 4. Preparation. All information required by enclosure (2)
 will be shown.
- 5. **Spacing Adjustments**. Minor adjustments of spacing on GBLs to make them compatible with spacing requirements of the computer may be made provided all blocks on the GBL are retained and all information required by this regulation is shown on the GBL.

6. Accountability

- a. Record of GBLs Issued and On-Hand. Each issuing office will keep proper records of GBLs issued and the supply of GBLs on-hand for the purpose of controlling stocks and fixing accountability with the personnel responsible for the issuance and use of GBLs. The unnumbered GBL stock will be kept in a secure area (lock and key optional) until loaded into a printer. GBL stock will be loaded into a printer only during operational hours and will remain under surveillance of authorized personnel. At the end of the operational period, the unnumbered stock will be removed from the printer and returned to a secure area. The printer will be located where it will be under the surveillance of authorized personnel.
- b. <u>Transfer</u>. GBLs which have been issued to TOs or their designated agents may be transferred only to other TOs or their agents.
- c. <u>Disposition of Spoiled GBLs</u>. Spoiled unnumbered GBLs will be burned or shredded, spoiled GBLs will be kept in a secure area.
- d. Disposition of GBLs Spoiled During Preparation. automated GBL preparation cycle is considered complete when data elements, including the GBL number, have been automatically printed on the forms and the computer master files (including the master GBL number file) have been updated. A production run abort occurs when either of these conditions is not completed. When a production run is aborted, any GBL which has been properly prepared in the cycle will be used and those GBLs which have been erroneously prepared will be voided manually. Manual voiding of a GBL consists of stamping the original GBL "VOID." The voided sets will be kept in a secure area until burned or shredded. The numbers assigned to voided GBLs will not be reported. Serial numbers of voided GBLs will be reported through channels to GSA. When an automated GBL preparation cycle is complete, the GBL will be recorded in a bill of lading register for computer-prepared GBLs. Once a GBL is entered in the register, spoilage prior to issuance requires a manual entry indicating cancellation due to spoilage and the preparation of a replacement GBL, either manually or computer-prepared. When a computer-prepared GBL must be replaced by a manually prepared one, regular prenumbered GBL sets will be used. Preparation of a manual GBL will be

recorded in a manual bill of lading register and the spoiled GBL will be stamped "CANCELLED" and retained in the permanent bill of lading file.

e. Controls After Computer Preparation Cycle Is **Complete**. Once an automated preparation cycle is complete, the completed GBL will be subject to forms accountability procedures.

CHAPTER 19. RELOCATION OF ACTIVITY

- A. General. When the relocation of an office, district, or unit requires the movement of Government property, there are basically two options. The command may, on its own behalf, enter into an office relocation contract. Or it may request that the appropriate General Services Administration (GSA) regional office enter into contracts on behalf of the command. For local moves, if GSA help is requested, contact the regional office at least 120 calendar days before the proposed date of the move. Provide the GSA office information such as origin, destination, moving date, an itemized inventory of the property to be moved, and the name and telephone number of the relocation coordinator:
 - 1. Local Moves. Since local moves qualify as transportation within "commercial zones or terminal areas," they are exempted from rate regulation by the Interstate Commerce Commission. Therefore, local office relocation moves must be acquired by contract. The Service Contract Act applies to local office relocation moves where transportation costs (such as packing, crating, handling, loading, and/or storage of goods prior to or following line-haul transportation) are incidental to the principle purpose of the contract. (See 29 CFR 4.118.)
 - 2. Other Than Local Moves. Arrangements for moving services, other than local office relocation, will be contracted for using competitive procedures or other appropriate relocation arrangements including 49 USC 10721 Government tenders.
 - 3. <u>Information Required</u>. Whether an office relocation is made under a GSA term moving contract or under a specific contract entered into by GSA on behalf of an individual command, the command being relocated will make operational arrangements directly with the moving contractor. These arrangements include:
 - Issuing the purchase order or placing the work order.
 - b. Arranging for direct billing.
 - c. Supervising the actual move.
 - d. Processing loss and damage claims, if any.
 - e. Providing certification on the contractor's invoices.

f. Processing the invoice for direct payment to the contractor.

<u>Note:</u>. The GSA contracting office shall be notified upon completion of the relocation. Their office is prepared to provide technical assistance as necessary.

- B. <u>Methods of Movement</u>. The following types of services may be used when relocating an activity:
 - 1. <u>Common Carrier</u>. When transportation is performed by common carriers of general commodities, only line-haul common carrier services and services covered by tariffs or tenders will be performed. A GBL will be issued to cover these type services. Accessorial services such as packing, crating, and positioning of property on Government premises are usually covered by a separate contract.
 - 2. <u>Contract Carrier</u>. When relocation movements are to be performed by contract carriers, only those carriers who have executed a contract with GSA for interstate carriage or those carriers who have been approved by GSA for intrastate carriage will be used. GBLs will be issued to cover transportation services only.
 - 3. Motor Van Carrier. When movement is by motor van carrier, accessorial services necessary for the entire movement and placement at destination are generally covered by carrier tariffs or tenders. A GBL will be issued to cover all services for which charges are published in carrier tariffs or tenders. Services for which charges are not covered by tariffs or tenders will be procured by a separate contract.
 - 4. A Package-Type Movement Procured by Contract. Under a package-type movement, a contract is executed between a shipper service contracting officer and a party or firm (hereafter referred to as "contractor") engaged in the movement of office facilities or industrial plants. The contractor agrees to procure or provide transportation service from origin to destination and performs or procures all services required to complete a movement from the premises at origin to placement on the premises at destination. The contractor:
 - a. Selects a carrier to perform the transportation service (when necessary).
 - b. Issues commercial bills of lading.
 - c. Pays the transportation charges.

d. Performs all other services incident to the $\operatorname{movement}$.

 $\underline{\mbox{{\tt Mote:}}}\,.$ GBLs will not be issued to procure any portion of a package-type movement.

Package-type movements will not be routed by GSA since the contractor selects the carriers and pays the transportation charges.

CHAPTER 20. INTERNATION SHIPMENTS

- A. Purpose, Scope, and Responsibility This section governs the shipment of goods to overseas locations. For purposes of this Chapter, an overseas location is defined as any area not in the contiguous 48 states, excluding Alaska and Hawaii but including Puerto Rico and the U.S. Virgin Islands.
- B. Export Freight Traffic. Routing of export cargo requires consideration of operational and cost factors from inland points of origin to the final known overseas destination. There are many carries available for use as outlined below. The choice of carriers will depend on several factors, such as priority, size, weight, etc. Never show APO or FPO addresses as the receiving address.

1. Federal Express

- a. General. Federal Express handles export shipments to many destinations around the world. These shipments, with the exception of Alaska, Hawaii, and Puerto Rico, are not covered by the General Services Administration (GSA) Express Small Package Contract. However, Federal Express charges very competitive rates to Government shippers and should be considered for all shipments within their capability. See enclosure (18) for samples of a blank and a completed International Air Waybill.
- b. <u>Size and Weight Limits</u>. Size and weight limits vary by country served, so consult the service guide or call Customer Service.
- c. Required Documentation. All the required documentation is listed in Federal Express's clearly written and easily understood "Service Guide, Volume 2 for U.S. Export Shipments." If you have a shipment of hazardous materials, and you're not experienced in preparing them for shipment, contact your representative or the Federal Express "800" number for specific guidance. In general, you're required to prepare the following documents.
 - (1) International Air Waybill. In addition to the usual information required on all shipments (shipper, consignee, pieces, weight, level of service, and who's paying for the shipment), you're required to show:

- (a) A general description of the commodity (type of material you're shipping, such as electrical equipment, printed matter, etc.).
- (b) The total value of the material in the "Total Declared Value For Customs" block.
- (c) The "Identification Number For Customs" block should show the Coast Guard ID number "56-0558526."
- (d) The "No SED Required" block should be checked, if you meet the guidelines in paragraph 20-C-1, and either "30.52" or "30.53." entered, as applicable.
- (e) "Country of Origin" is always filled in with "USA."
- (f) The "Total Declared Value For Carriage" block should be filled in with "M/F" (maximum free). Do not declare a Value For Carriage.
- (g) Unlike the Federal Express Domestic Air Waybill, a signature block is provided and must be filled in with a signature.
- (2) Commercial Invoice. This is nothing more than a document, such as a DD-1149 or DD-1348-1, showing who is the shipper and receiver and how much material you're shipping, along with its value.
- (3) Shipper's Export Declaration (SED). Not required as per 20-C-1. If one is required, call Federal Express Customer Service for assistance.
- d. Final Preparation for Shipment. After assuring that all the paperwork is properly completed and the package is marked and labelled correctly, check that all required signatures are in place, documents are either attached to the package or noticeably affixed to the Air Waybill, and call for a pickup. Be sure that the export documentation is pointed out to the driver.

2. United Parcel Service

- a. General. In addition to their extensive ground and air network within the United States, UPS serves an equally extensive group of overseas locations. UPS provides air service to certain locations not served by Federal Express. The "International Air Service Guide" and the "Service To Canada" guide is available from their Customer Service Department. See enclosure (19) for examples of UPS pickup documentation.
- b. <u>Size and Weight Limits</u>. Size and weight limits are the same as for domestic shipments. If in doubt, contact the UPS International Customer Service Desk.
- c. Required Documentation. All the required documentation is listed in the UPS guides shown above. In general, the following documents are required.
 - (1) UPS Pickup Record. The same pickup record that you use for domestic shipments can also be used for international shipments. No special form is required. Rates are based on a per piece basis for multiple package shipments to the same destination.
 - (2) Commercial Invoice. This is nothing more than a document, such as a DD-1149 or DD-1348-1, showing who's the shipper and receiver and how much material you're shipping, along with its value.
 - (3) Shipper's Export Declaration (SED). Not required as per 20-C-1. If one is required, call UPS Customer Service for assistance.
- d. <u>Final Preparation for Shipment</u>. After assuring that all the paperwork is properly completed and the package is marked and labelled correctly, check that all required signatures are in place, documents are attached to the package, an "Air Tracking Label" is affixed near the address, and an "Export Shipment Control Sticker" is put on the package to the left of the air tracking label.

e. <u>UPS Waybill</u>. This can be used instead of the pickup record for international shipments. When making a multi-parcel shipment to the same destination, it's more advantageous to use the waybill since rates are based on only the total weight, not the weight of each piece. See the "International Air Service Guide" for details on how to complete the waybill. <u>Do not show the same pieces on both the pickup record and a waybill</u>.

3. Freight Forwarder

- a. **General**. A Freight forwarder, as defined in the glossary, is a firm which uses the services of common carriers to get a shipment to its destination. A freight forwarder will arrange pickup, transportation, and delivery of the freight through customs to the consignee's door, if requested. They will prepare all the required export documentation required, for a fee. This includes the SED, if necessary.
- b. <u>Size and Weight Limits</u>. Freight forwarders will accept any size and weight shipment.
- c. Required Documentation. Freight forwarders generally accept a Government Bill of Lading (GBL) as the main shipping document.
 - (1) GBL. The GBL should show the ultimate consignee's main receiving address in blocks 5 and 9. If an intermediate consignee is required, show their address in block 9 and the final destination in block 5. For clarification, when the GBL is tendered to the freight forwarder, then both blocks 5 and 9 are the ultimate consignee. However, if a GBL is issued to another carrier to move the material to the freight forwarder's address for further shipment by the freight forwarder, then blocks 5 and 9 must read the freight forwarder's address. Block 15 will read the ultimate consignee as a "MARK FOR." Never show APO or FPO addresses as the receiving address. Be sure to show the "Value For Customs," if applicable, and the "Declared Value For Carriage," if desired.
 - (2) Commercial Invoice. This is nothing more than a document, such as a DD-1149 or DD-1348-1, showing who's the shipper and receiver and how much material you're

- shipping along with its value. If there's an intermediate consignee and an ultimate consignee, be sure to show <u>both</u> on the paperwork.
- (3) Shipper's Export Declaration (SED). Not required as per 20-C-1. If one is required, the forwarder will generally prepare it for you, for a fee.
- d. <u>Final Preparation for Shipment</u>. Be sure that the GBL is properly prepared and the <u>signed</u> DD 1149 or DD-1348-1 (four copies minimum) is prepared for each item being shipped.

4. Express Small Package

- a. General. Since this freight moves as baggage on the next flight out, this is the fastest way to get things between two places. This service is usually limited to U.S. territories, and possessions only (Alaska, Hawaii, and Puerto Rico). Material has to be delivered to the airport, usually to the baggage counter, and has to be picked up at the destination airport by the consignee. A GBL is generally an accepted form of payment.
- b. <u>Size and Weight Limits</u>. Airlines have various size and weight restrictions. Since the freight moves as baggage on the next flight, it generally has to be non-hazardous and weigh under 50 pounds. Contact the specific airline for details.
- c. <u>Required Documentation</u>. Airlines require their own express small package form and generally accept a GBL as a supplementary shipping, and payment, document.
 - (1) GBL. The GBL should show the ultimate consignee's main receiving address. It should also list who will pick up the package and give a local phone number (ex: HOLD FOR PICKUP AT AIRPORT BY USCG BASE ***** PERSONNEL. PHONE ******). Never show APO or FPO addresses as the receiving address. Be sure to show the "value For Customs," if necessary, and the "Declared Value For Carriage," if desired.

- (2) Express Small Package Air Waybill. This form varies from airline to airline, but is generally very small and limited in the amount of information required. Usually, only the shipper, consignee, number of pieces, weight, and type of material is required. Always show who will pick up the package and give a local phone number (ex: HOLD FOR PICKUP AT AIRPORT BY USCG BASE ***** PERSONNEL. PHONE ******). Never show APO or FPO addresses as the receiving address.
- (3) Commercial Invoice. Only required if shipping to Puerto Rico.
- (4) Shipper's Export Declaration (SED). Not required as per 20-C-1. If one is required, the Transportation Officer (TO) will have to prepare it.
- d. Final Preparation for Shipment. Be sure that the GBL and express small package air waybill are properly prepared and the signed DD-1149 or DD-1348-1 (four copies minimum) is prepared for each item being shipped, if required. If needed, the SED must be filled in completely and signed by the TO or his representative.

5. Airfreight Direct

- a. **General**. Airfreight direct means that you give the shipment directly to an airline company. For a hot shipment, this is generally a very fast way to get freight to its destination. This method, since it involves more documentation, should only be used by experienced TOs. An airline generally carries the freight from airport to airport only. Pickup, customs clearance (if any), and delivery generally have to be arranged separately.
- b. <u>Size and Weight Limits</u>. Airlines will accept any size and weight shipment.
- c. <u>Required Documentation</u>. Airlines require their own form air waybill and generally accept a GBL as a supplementary shipping, and payment, document.

- (1) GBL. The GBL should show the ultimate consignee's main receiving address. Never show APO or FPO addresses as the receiving address. Be sure to show the "value For Customs," and the "Declared Value for Carriage," if desired.
- (2) Airline Air Waybill. This form is similar to the GBL in its requirements. Show all the information required on the GBL plus any other special information the specific airline requests.
- (3) Commercial Invoice. This is nothing more than a document, such as a DD-1149 or DD-1348-1, showing who's the shipper and receiver and how with its value.
- (4) Shipper's Export Declaration (SED). Not required as per 20-C-1. If one is required, the TO will have to prepare it.
- d. Final Preparation for Shipment. Be sure that the GBL and air waybill are properly prepared and the <u>signed</u> DD-1149 or DD-1348-1 (four copies minimum) is prepared for <u>each</u> item being shipped. If required, the SED must be filled in completely and signed by the TO or his representative.

6. Military Airlift Command (MAC)

- a. General. Run by the U.S. Air Force, MAC is a cost effective and efficient carrier between CONUS (48 states) and all overseas locations. They strive to meet Uniform Material Movement and Issue Priority System (UMMIPS) time standards on all shipments. Overseas locations are served through specific Aerial Ports, so cargo must first be routed to the correct Aerial Port of Embarkation (APOE). The DD 1384, Transportation Control and Movement Document (TCMD), is the shipping document. GBLs, commercial invoices, and SEDs are not required.
- b. <u>Size and Weight Limits</u>. MAC accepts any practical size and weight limits. If shipments are over 72" in any dimension, a special code must be shown on the TCMD.
- c. <u>Shipment Clearance</u>. All shipments originating form CONUS (48 states) <u>must be cleared into the MAC system</u> by the Coast Guard's Air Clearance

Authority (ACA), Navy Materials Transportation Office (NAVMTO), <u>prior to shipment</u>. Shipments originating EXCONUS must be cleared by the appropriate ACA. See MILSTAMP, Volume I, Appendix J for a listing of clearance authorities and telephone numbers.

- d. <u>Required Documentation</u>. The TCMD is the only shipping document required. See enclosure (8) for general guidelines on preparing the TCMD.
 - (1) TCMD. The TCMD is a fairly complicated shipping document that's used for all shipments moving in the Defense Transportation System (DTS). Specific instructions on TCMD preparation and codes used are found in Military Standard Transportation and Movement Procedures (MILSTAMP) (DOD 4500.32-R) Volume I, Appendix D and appendix J.
 - (2) Prelodging of Documents. After shipment clearance, a complete set of TCMDs <u>must</u> be sent to the APOE. They must arrive <u>prior</u> to the shipment or the cargo will be not moved by the Aerial Port.
- d. Final Preparation for Shipment. Be sure that the TCMDs have been sent to the APOE and another three copies have been attached to the freight in a "Packing List" envelope. Label the shipment with the DD-1387 (Military Shipment Label). See MILSTAMP, VOLUME I, Appendix N for instructions on its preparation.

C. Export License and Shipper's Export Decalration (SED)

- 1. When Not Required. Under Foreign Trade Statistics Regulations (FTSR) 30.52 and 30.53, as outlined in 15 CFR Part 30, neither export licenses nor shipper's export declarations are required for shipments of the following when moving to points in foreign countries or to noncontiguous territories of the United States. Note that the provisions of this paragraph doesn't apply to shipments moving to host nation operated facilities.
 - a. All commodities consigned to the United States armed services for their exclusive use, including shipments to armed services exchange systems. The U.S. Coast Guard is considered an armed service.

- b. Office furniture, office equipment, and office supplies consigned to and for the exclusive use of the United States Government offices.
- c. Food, medicines, and related items and other commissary supplies consigned to United States Government offices or employees for the exclusive use of such employees.
- d. Books, maps, charts, pamphlets, and similar articles shipped by United States Government offices, consigned to United States Government establishments.
- 2. Required Notation. The following statement shall be placed on through GBLs when these shipments are consigned to points in foreign countries, or noncontiguous territories of the United States, and on GBLs, or similar transportation documents, when shipped from CONUS (48 states) ports of embarkation to overseas areas:

U.S. COAST GUARD
SHIPMENT. NO EXPORT
DECLARATION OR LICENSE
REQUIRED

a. Failure To Use Notation. Failure to use the notation, when applicable, may subject shipments to delay by customs officials at the point of exit. Under no circumstances should the notation be used for export shipments not covered by paragraph (1) above. Shipments not covered by paragraph (1) above are subject to Department of Commerce or Department of State export control regulations and must move under either a validated export license or a general license and are subject to the requirement for export declarations.

D. <u>Import Shipments</u>

1. General. Ordinarily, duty is payable for the importation of supplies obtained outside the United States. Consequently, in every case, shipping documents covering property imported into the United States by the Coast Guard will be annotated so as to indicate the estimated value in United States dollars of the material being imported. Shipments can be cleared through Customs by agents of the U.S. Dispatch Agency. Duty free entry may be claimed under the following conditions:

- a. <u>War Materials</u>. On emergency purchases of war materials abroad by a military department (10 U.S. Code 2383).
- b. <u>Limited Vessel and Aircraft Supplies</u>. For certain supplies (not including equipment) purchased for vessels or aircraft operated by the United States (19 U.S. Code 1309).
- Returned American Goods. If the material being returned was previously sent from the U.S., it's considered U.S. origin. Therefore, duty is not payable provided that the goods have not been advanced in value or improved in condition by any process of manufacture or other means and that no drawback (refund of previously paid duty) has been or will be claimed on such articles (Tariff Act of 1930, Paragraph 1615(a) as amended) (19 U.S. Code 1201.). Examples of when U.S. goods are returned to this country are repairables, no longer needed, obsolete, etc. In each case, be sure to refer to the original shipment (AWB number, requisition number, TCN, etc.) on all shipping documents to expedite customs clearance.
- Information To Be Shown on GBL. When duty free entry is to be claimed under the circumstances in subparagraph (1), the following statement will be entered on the GBL immediately below the description of the articles comprising the shipment.

 "U.S. COAST GUARD DUTY FREE ENTRY TO BE CLAIMED pursuant to (insert '(10 U.S. Code 2383), ' '(19 U.S. Code 1309), ' or '(Tariff Act of 1930, Paragraph 1615(a), as amended--19 U.S. Code 1201), ' as appropriate)." Upon arrival at port of entry, collector of customs, kindly notify the (insert name, address, and telephone number of the cognizant district or MLC (vpl)) who will execute Customs forms. The forms and instructions for preparation may be obtained from any Collector of Customs office.
- 3. If Customs Clearance Is Required. When duties are payable and Customs clearance is required, you must obtain the services of a Customs House Broker. These commercial companies are licensed by the U.S. Customs Service and are authorized to clear shipments through Customs and act as your agent for all the required import transactions. A Customs House Broker will generally provide additional services, such as pickup, storage, and delivery, in addition to Customs clearance.

APPLICABLE PUBLICATIONS/DIRECTIVES

AR 55-38/NAVSUPINST 4610.33C/AFM 75-18/MCO P4510.19D/DLAR 4500.15, Reporting of Transportation Discrepancies in Shipments. See also FPMR 101-40.7.

AR 55-182/OPNAVINST 4600.11/AFR 75-24/MCO 4643.5/DLAR 4540.8 - Permits for Oversize, Overweight, and Other Special Military Movements on Public Highways in the United States.

AR 55-355/AFM 75-2/NAVSUPINST 4600.70/MCO P4600.14A/DLAR 4500.3 - DTMR (Defense Traffic Management Regulation).

AR 66-5/OPNAVINST 5130.2/AFR 183-2 - Armed Forces Courier Service Administration and Operations.

AR 700-58/AFR 71-4/MCO P4030.29/OPNAVINST 4355.4/DLAR 4145.8 - Report of Packaging and Handling Deficiencies.

AFR 71-4/NAVSUP Pub 505/MCO P4030.19/DLAM 4145.43 - Preparation of Hazardous Materials for Military Air Shipment.

AR 740/NAVSUPINST 4440.16/DLAR 4145.11 - Safeguarding of Sensitive, Drug Abuse Control, and Pilferable DLA Items of Supply.

AFR 4-50 - Official Mail, Small Parcel, and Distribution Management Regulation.

AFR 76-11 - U.S. Government Rate Tariff (Military Airlift Command (MAC) Cargo and Passenger Rates).

CFR 40 - Protection of Environment Parts 123, 260, and 262 (Hazardous Waste).

CFR 49 - Transportation Parts, 100 through 179 (Hazardous Materials).

COMDTINST M5110.1 (Coast Guard Postal Manual) (formerly CG 492).

COMDTINST M4600.7A/AR 55-355/AFR 75-2/MCO P4600.14B/NAVSUPINST 4600.70/DLAR 4500.3 - Terminal Facilities Guide, U.S. Navy, Marine Corps, and Coast Guard.

DA PAM 740-1/NAVSUP PUB 442/AFP 71-14/MCO P4030.23D/DLAH 4145.1 - Instructional Guide for Basic Military Preservation and Packing.

DOD 4500.32-R - MILSTAMP (Military Standard Transportation and Movement Procedures).

DOD 4525.8 - DOD Official Mail Manual.

DOD 5100.76-M - Physical Security of Sensitive Conventional Arms, Ammunition, and Explosives.

DOD 5220.22-M - Industrial Security Manual for Safeguarding Classified Information.

DOT P5800.3 - Emergency Response Guidebook - HAZMAT Incidents.

FPMR (Federal Property Management Regulations); Parts 101-40 and 101-41.

MIL-STD-129L - Marking for Shipment and Storage.

NAVSEA OP 2165 - Navy Transportation Safety Handbook for Hazardous Materials.

INSTRUCTIONS FOR PREPARATION OF THE U.S. GOVERNMENT BILL OF LADING (SEE CHAPTER 18)

- A. <u>General</u>. The U.S. Government Bill of Lading (GBL), SF 1103, will be used for the transportation of property of the United States when freight charges are to be paid by the Government direct to commercial carriers regardless of the amount of transportation charges. (Small shipments as authorized by the U.S. General Accounting Office (5 GAO 3) may move on commercial forms.)
 - 1. Purposes Of The GBL. The GBL is designed to meet the requirements of Government shipping and receiving activities, the U.S. General Accounting Office, and commercial carriers. The GBL and its various copies serve as a:
 - a. Listing of material shipped.
 - b. Documentary evidence of title.
 - c. Contract of carriage.
 - d. Carrier's waybill.
 - e. Shipping order.
 - f. Freight bill to the Government.
 - g. Notice of condition of shipment at final destination.
 - 2. Preparation Of The GBL. These paragraphs prescribe the information to be shown on the GBL. The administrative directions, conditions, and instructions on the reverse of the original copy will be observed.
 - a. Transportation Company Tendered To. (Block 1)

 Enter the full business name of the initial line-haul carrier given the shipment. The business name should include the words "Company," "Incorporated," or "Limited," as appropriate. Abbreviations may be used. If a different carrier actually picks up the shipment, the name of the pickup carrier should be indicated in parentheses following the name of the origin line-haul carrier. When a commercial motor carrier is used to transport vehicles, the specific types of service, i.e.,

"DRIVEAWAY," "TRUCKAWAY," will be shown following the name of the carrier. Freight Forwarders are now deregulated; therefore. the tenders are issued in their name only. Divisions of "....." no longer apply.

b. Standard Carrier Alpha Code (SCAC). (Block 2)

- (1) Enter the origin line-haul carrier's four letter Standard Carrier Alpha Code (SCAC).
- (2) SCACs are a means of carrier identification and must be included on GBLs. These codes are an integral part of the Government's transportation accounts management system.
- (3) Vouchers accompanied by GBLs without SCACs are returned unpaid to carriers until codes are provided.
- (4) Carriers may request the assignment of a SCAC by writing to the National Motor Freight Traffic Association, Inc., 2200 Mill Road, Alexandria, VA 22314.
- c. <u>Date B/L Prepared. (Block 3)</u>. Enter the date that the first entry is made on the GBL.

d. Route Order/Release Number. (Block 4)

- (1) Enter a route order number, traffic control number, or other document identification number which has been assigned by the GBL issuing office or routing authority, such as when routing orders have been obtained from the General Services Administration (GSA). If no number is assigned, leave blank.
- (2) For certain ocean export shipments via the Department of Defense (DOD) Defense Transportation System (DTS), enter the route order number issued by the Military Traffic Management Command (MTMC) Area Command who provided the routing.
- (3) When moving classified or sensitive shipments, enter the route order number issued by the MTMC Area Command who provided the routing.

e. Destination. (Block 5)

- (1) Enter the final destination point where the carrier is to make actual delivery of the shipment to the consignee. Use the complete address (name of Federal activity, street address, city, town, state, and ZIP code or country) and commercial telephone number. Do not show P.O. Box numbers.
- (2) If there are two or more cities or towns of the same name in the same state, the name of the county must be shown in addition to the city or town and state.
- (3) Include any additional information that will ensure shipment delivery to the specified destination. For example, gate entrance, building or warehouse number, door number, etc. where the consignee actually receives freight. If space is insufficient, add the words "See Marks and Annotations" and insert the information in Block 15, "MARKS AND ANNOTATIONS."
- (4) When precise destination information is not available or not provided in the requisition or other shipping directives, advice and/or assistance may be obtained from local carrier representatives, the destination transportation officer, or MTMC Area Commands for shipment moving in the DTS. See Transportation Facilities Guide, United States Navy, Marine Corps, and Coast Guard for GBL destination information.
- (5) Transportation Priority (TP). On shipments subject to Military Standard Transportation and Movement Procedures (MILSTAMP), the transportation priority (TP 1, 2, 3, as applicable) will be shown immediately to the right of "name of installation" prefixed with "TP." When the shipment consists of two or more items, or shipment units, the TP to be shown will be for the item or shipment unit requiring the most expeditious service.
- (6) Desired Delivery Date (DDD). When required, a DDD will be shown in the Destination block. The purpose of the DDD is to indicate to the carrier that delivery

is desired on or before the date specified. The DDD neither constitutes a legal implication that delivery must be made on the date specified, nor implies that special services resulting in additional cost to the Government will be performed. Only one DDD will be shown in the Destination block.

f. Standard Point Location Code (SPLC). (Block 6)
and (Block 7). Use these codes ONLY when
transportation charges will be paid by a DOD
activity. Enter the nine-digit Standard Point
Location Code (SPLC) for a shipment's origin and
destination.

g. Origin. (Block 8)

- (1) Enter the exact shipping point where the shipment originates. Include the complete street address, city, town or metropolitan area, state, and ZIP code.
- (2) When shipments originate at points other then where the GBL is being issued, show the actual shipping point, not the address of your unit. Show your address in Block 11.

h. Consignee. (Block 9)

- (1) Enter the full name and title, room number, and exact freight address, including ZIP code, of the department, activity and person designated to receive the shipment at the final destination.
- (2) List only one consignee. When the person to be notified of the delivery differs from the consignee, the name of the person to be notified should also be shown, preceded by the word "Notify."
- (3) When the shipment is consigned for delivery to a person or location other than at the address shown, add the words "See Marks and Annotations" and insert the explanation in Block 15, "MARKS AND ANNOTATIONS."

i. GBL Office Code (GBLOC). (Block 10). Use these codes ONLY when transportation charges will be paid by a DOD activity. See enclosure (7) for current GBLOCs. I a GBLOC cannot be found, use the common code "IOOI."

j. Shipper. (Block 11)

- (1) Enter the name, address, and ZIP code of the office authorizing and responsible for the shipment. This should be your address. Initials and abbreviations should only be used when absolutely necessary.
- (2) When a GBL is furnished to a contractor to make a shipment which has been authorized by a Government activity, the full name of the contractor should be shown. In this case, the following statement must be added after the contractor's name: "For the account of" or "A/C" and the name of the activity authorizing the shipment. See paragraph 5 of this enclosure for full details.
- k. <u>Appropriation Chargeable.</u> (Block 12). Enter the complete appropriation against which the cost of transportation is to be charged.
- 1. Bill Charges To. (Block 13). Enter the complete name and correct mailing address, including the ZIP code, of the office that will pay the transportation charges. This is generally the Finance Center. Initials or abbreviations should only be used when absolutely necessary.
- m. <u>Via.</u> (Block 14). This block is generally left blank. It should only be used by experienced transportation personnel who are aware of the various tariff restrictions and limitations.

n. Marks and Annotations. (Block 15)

(1) This block should be filled out when special marks or identifying symbols are used on packages or boxes making up the shipment. Special marks assist in handling, accounting, and storing and serve other useful purposes after the shipment has been delivered.

- (2) Supplement data may also be entered in this block when space in other blocks is insufficient. When used for this purpose, data should be cross-referenced to the appropriate block.
- (3) When shipments are intended at the destination for someone other than the consignee or for transshipment, insert the word "For" followed by the name or code of the person or activity who is to get the delivery.
- (4) When a shipment is made to a port of export, insert the words "For Export" and follow with the name of the destination country.
- (5) If more space is required, special notations may be entered in the "Special Services Ordered" space on the reverse of the original GBL and appropriately crossreferenced in this block.

o. <u>Description of Articles</u>. (Block 18)

- (1) General. This is the most important block on the GBL. The freight description determines the freight classification which determines the freight rate and total charges. Improper and incorrect GBL freight description is the simple most common GBL error and results in unnecessary additional transportation costs and administrative workload. If there is doubt concerning the proper description, contact a GSA Regional Office. As a last resort, use a clear and nontechnical description.
- (2) Freight All Kinds (FAK). When applicable tariffs or tenders provide rates based on FAK, the description, "Freight All Kinds," will be shown in this block. Do not show the actual commodity description when it's determined that "FAK" is advantageous to the Government.
- (3) MILSTAMP Information. For shipments subject to MILSTAMP (DOD Regulation 4500.32-R, Volume I, paragraph 1-3); the Transportation Control Number (TCN), consignee DOD Defense Activity Address

Directory (DODAAD) code, and the transportation priority for each shipment unit (see Volume I, Chapter 3 and Appendix K) must be shown on the GBL in the Description of Articles block following the freight description of the shipment unit to which it applies.

p. Weights. (Block 19)

- (1) The importance of correctly stating the weight of a shipment is self-evident. Since carrier's charges are based primarily on weight, it becomes a controlling factor in the efficient and economical expenditure of Government transportation funds.
- (2) The gross weight of the package(s) must be shown separately in the weight column opposite the appropriate description of the package(s) in the "Description of Articles" block. When possible, show the weights of the pallets or skids separately.
- (3) Weights are specified, for purposes of this instruction, as "actual" or "estimated." When actual weights cannot be determined before the shipment is made, estimated weights should be shown and the notation "Estimated weights; weigh and correct" should be placed on the bill of lading.
- q. Tariff or Special Rate Authority. (Block 20)
 When special rate quotations provide a reduction in transportation costs for shipments, regardless of their weight, these rate authorities must be indicated. Use the carrier's SCAC followed by the tariff or rate quotation number. These numbers are found on the carrier's Section 10721 tender.

r. <u>Pickup Service Furnished/Vehicle Fully Loaded</u> (Block 21)

- (1) Check "YES" when pickup service is furnished by the carrier and initial in the space provided.
- (2) Check "YES" when the carrier's conveyance is fully loaded. In cases of overflow freight, an appropriate notation should be made in Block 15, "MARKS AND ANNOTATIONS,"

BLOCK 18, "DESCRIPTION OF ARTICLES," or on the continuation sheet indicating the dimensions of the loaded space of each car or truck. A cross-reference should be made directly above Block 21.

- s. Carrier's Pickup Date. (Block 25). The carrier to whom the shipments is tendered must complete this block. The GBL is legally in effect and the carrier assumes responsibility for the shipment on the date appearing in this block. The applicable rate on any shipment is the one published and in effect on the date the shipment is accepted by the carrier. If the rate changes while the shipment is in transit, the date shown in this block is the one that determines which rate applies.
- t. <u>Signature of Agent. (Block 26a)</u>. The driver who picks up the shipment should manually sign this block. If the agent's name is signed by an authorized representative, the initials of the representative must appear in Block 26b.
- u. <u>Mode. (Block 27)</u>. Not applicable for Coast Guard Shipments.
- v. Estimate. (Block 28). Enter the estimated transportation cost for the shipment. Double check with the carrier to be sure this amount is accurate before sending copies of the GBL to the paying office, generally the Finance Center.
- w. No. of CLS/TLS. (Block 29). For carload (CLS) and trailer load (TLS) shipments only. Cross out the non-applicable mode. Do not use this block for less-than-truckload shipments.
- x. <u>Type Rate</u>. (Block 30). Not applicable for Coast Guard Shipments.
- y. <u>Protective Service Code (PSC). (Block 31)</u>. Not applicable for Coast Guard Shipments.
- z. Reason. (Block 32). Not applicable for Coast Guard Shipments.
- aa. **Issuing Office.** (Block 33a)
 - (1) Enter the complete name and address of the issuing office. If the GBL you're preparing was sent to you by another unit

- (District Office, MLC, etc.), their address should be shown in this block. The issuing office is accountable for misuse, loss, or cancellation of a GBL.
- (2) When continuation sheets are used, the full name and address of the issuing office must be provided in the space provided. This should be the same address as on the GBL.
- bb. <u>GBLOC.</u> (Block 33b). Not applicable for Coast Guard Shipments.

cc. Issuing Officer. (Block 33c)

- (1) Enter the typed or stamped name and title of the issuing officer. A manual or facsimile signature of the issuing officer's name is <u>not required</u> in this block.
- (2) Only authorized personnel may issue GBLs. Regardless of whether the GBL is used by the issuing activity or sent to another unit or a contractor, only the name of the issuing officer or his authorized representative is acceptable. Although the signature of the issuing officer is not required in this block, his typed name and title must appear on the original and all copies of the GBL set.

3. Special Conditions or Services. (Block 18)

- a. <u>Special Services</u>. The following other special services require an endorsement as evidence the service was performed: Extra driver; flagmen; advance route surveying; mobile radio; pilot car; forklift trucks; helpers (labor); extra labor; vehicle relocation; storage; inside delivery; tarpaulins (when the carrier's tariff/tender provides charges for this service); etc.
- b. Endorsing the GBL. When the origin or destination TO orders any of the above special services, the GBL will be endorsed to show the name of the carrier upon which the request was made and the kind and scope of the special

services ordered. The endorsement is to be placed on the face of the GBL in Block 18, "Description of Articles." If more space is needed, use Block 15, "Marks and Annotations."

If Endorsement Not Possible. If such an С. endorsement is impractical, the same information may be set forth in a statement bearing the number of the GBL, which shall be signed by or for the person who ordered the services and, if possible, attached to the GBL. If the GBL isn't available, the original and one copy of the statement will be surrendered to the carrier from which the services were ordered. The original is to be transmitted to the last linehaul carrier for presentation in connection with the bill for line-haul transportation charges. When accessorial or special services are ordered but not furnished, the GBL shall be so annotated by the carrier.

d. Conversion of Commercial Documents to GBLs:

(1) This section does not apply to Commercial Forms and Procedures (CF&P).

(2) General.

- (a) Normally, when the Government pays transportation charges directly to the carrier, the shipment will not be made on Commercial Bills of Lading (CBLs), commercial express receipts, or other forms customarily provided by commercial carriers. Exception is authorized only in an emergency when material must be shipped immediately and GBLs are not readily available. To avoid the need for using commercial documents, an advance supply of partially completed GBLs may be furnished to the duty section.
- (b) No Exception From Terms of GBL. The use of a collect CBL for conversion to a GBL does not exempt the shipment from the terms and conditions of a GBL or from other requirements applying to the movement of Government freight traffic.

(3) Procedure for Conversion.

(a) Data to be Shown on Converted Bill of Lading. A serially numbered GBL will be prepared showing all appropriate shipment data required. Any discrepancies shown on the CBL will be noted on the GBL. The GBL and the CBL will be cross-referenced and a copy of the CBL will be attached to the GBL.

4. <u>Distribution of Completed GBL</u>

- a. Tender of GBL to Carrier. In all instances, the U.S. Government Bill of Lading-Original (SF-1103), Shipping Order (SF-1104), U.S. Government Freight Waybill-Original (SF-1105), and Carrier's Copy (SF-1106) must be given to the initial carrier or his agent at the time the shipment is tendered. All copies of the GBL must be receipted by the carrier (in blocks 25 and 26) to show the carrier's name, the date of receipt by the carrier, and the signature of the carrier's agent. To make things simple, the 9 part snap-out set is constructed to allow easy separation of the first five copies, which are given to the carrier.
- b. Action by Issuing Officer. After all copies have been receipted by the carrier, the first five copies will be given to the carrier. The Property Shipped copy will be kept by the issuing officer for record purposes. The Property Received (blue) copy will be forwarded to the consignee by the fastest means available to assure arrival with, or in advance of, shipment. Normally, the mail service will satisfy this requirement. Other methods of forwarding the Property Received (blue) copy are:
 - (1) Surrender to carrier's driver if acceptable to carrier.
 - (2) Attach to a shipment piece.
 - (3) For truckload or carload shipments, tack nail, or staple to interior of truck or car in a visible location, usually near the door.
 - (4) Forward by commercial courier service.

- (5) Transmit electronically if sender and receiver have proper equipment.
- (6) Any other method which will ensure arrival with or in adance of shipment.

EXCEPTION: When acceptable to the carrier, the Property Received copy for export shipments, other than export shipments moving on through GBL, will be given to the initial carrier for delivery with the shipment to the water of aerial Port of Embarkation (POE). For Military Standard Requisitioning and Issue Procedures (MILSTRIP) shipments, other than movements to a water POE for export, the Property Received copy of the GBL will be accompanied by a copy of the DOD Single Line Item Release/Receipt Document (DD-1348-1).

5. <u>Use, Preparation, and Distribution of Bill of Lading</u> By Contractors

- a. <u>Kind of Bill of Lading</u>. Purchase orders to contractors should specify whether shipment is to be made at Government expense, or at contractor's expense on a prepaid CBL.
- b. <u>Shipment at Government Expense</u>. All shipments at Government expense will be forwarded on GBLs. Under no circumstances should shipments be forwarded by contractors on prepaid GBLs if transportation charges are to be paid by the Government directly to the carrier concerned.
- c. Requests for GBLs. In order to avoid misuse of GBLs furnished contractors and other authorized commercial shippers, transportation officers will carefully review requests for such documents to ensure that the GBLs may properly be issued and that sufficient information has been furnished. Such information will include, but not necessarily be limited to, the following:
 - (1) Name and address of the person or firm to whom the partially prepared GBLs are to be forwarded.
 - (2) Contract references.
 - (3) Appropriations chargeable.
 - (4) Description of commodities.

- (5) Total weight to be shipped.
- (6) Contemplated weight per shipment.
- (7) Information pertinent to the routing of freight (such as unusual characteristics, size, weight, etc.).
- (8) Period of movement.
- (9) Special distribution, if any, of memorandum copies in excess of normal distribution.

d. Distribution of Bills of Lading

- (1) When issuing TOs forward GBLs to contractors for use in making shipments at Government expense, one partially prepared memorandum copy will be retained by the issuing TO pending receipt of a copy with all data inserted by the vendor. Upon receipt of the completed copy, the suspense (tickler) copy may be discarded.
- (2) The issuing officer will note all certifications of freight waybills in the bill of lading accountability record and promptly notify the paying office so that steps may be taken to avoid duplicate payment of the transportation charges involved. Issuing officers will furnish instructions regarding the distribution of bills of lading to contractors or other persons tendering shipments of Government material to carriers. Such distribution instructions will include the requirement that a memorandum copy receipted by the carrier will be furnished to the issuing officer.
- (3) When shipments are to be forwarded by contractors on GBLs from points where no transportation officer is located, bills of lading which have been partially prepared by the issuing officer should be furnished such contractors together with exact instructions for further preparation and distribution. Contractors will be requested to return any unused bills of lading.

- e. <u>Copies of Bills of Lading</u>. One additional copy of each bill of lading will be made for the contractor or other commercial shipper.
- Review of GBLs Completed by Contractors. Copies of bills of lading which have been completed by the contractor will be reviewed by the issuing officer for compliance with preparation instructions. When noncompliance will apparently result in additional transportation charges, the issuing officer shall collect and forward a carrier receipted copy of the erroneous bill of lading, a copy of the instructions, and reference to the applicable GSA route order or MTMC export traffic release, if any, to the appropriate GSA/MTMC office. That office will review the file and return it to the issuing officer with a detailed statement of any unauthorized costs incurred. The statement will include appropriate tariff references. The issuing officer will refer the file to the contracting officer for corrective action.

6. Alterations and Corrections

a. **General**. This section provides guidance and prescribes the use of the Government Bill of Lading Correction Notice (SF-1200) for making alterations and corrections to GBLs. Recipients of a correction notice will alter or correct the bill of lading as indicated and attach the copy of the notice.

b. Distribution

(1) General. Except as provided in paragraphs (2) through (6) below, when distribution of the GBL has been made and the transportation charges are affected by the alteration or correction, an SF-1200 will be prepared and the original and all copies will be signed by the origin carrier's representative. A legible carbon impression signature on all copies of the form except the original is acceptable. The correction notice will show the originating carrier's address in the block title "TO" and copies distributed as follows: one copy to the consignee, one copy to the paying office, original and one copy to the originating carrier, and one

- copy for file at the preparing district or unit.
- (2) Corrections Authorized by Issuing Officer.
 When a correction is authorized by the issuing officer, correct the original GBL and the "Property Received" memorandum copy and then annotate "Authority of issuing officer (insert date and signature)."
- (3) Corrections Not Authorized by Issuing Officer. When necessary for the consignee to make corrections not authorized by the issuing officer, the consignee must notify the issuing officer in writing, unless it is obvious that the corrections are necessary to reflect the facts relating to the shipment. If a reply to this notification isn't received within 30 days, the correction must be made by the consignee and the bill of lading annotated "Corrected without authority of the issuing officer (insert date and signature)." The consignee must inform the issuing officer of the number of the GBL, the date of issuance, and the corrections made.
- (4) Notice to Issuing Officer. The consignee must notify the issuing officer of any necessary changes made to complete the records of the issuing officer. Minor changes which do not affect the transportation charges may be made without notifying the issuing officer; however, a record of the changes must be attached to or noted on the "Property Received" memorandum copy of the GBL.
- (5) Change in Quantity Shipped. The consignee may correct the GBL to reflect the quantity received when there has been an obvious error in the preparation of the GBL.

 However, no correction will be made by the consignee to show a greater quantity received than that shown as shipped under the GBL. Such cases must be referred to the issuing officer for adjustment with the initial carrier. When such corrections are accepted by the carrier, the issuing officer must forward two copies of the carrier's letter or correction authority to the consignee. The consignee must make the

necessary correction or adjustment on the GBL and attach a copy of the carrier's authority to the original and the "Property Received" memorandum copy of the GBL. A brief reference to the carrier's authority must be made on the face of the GBL.

- (6) Correction After Surrender of Bill of Lading to Carrier. When a correction affects the freight charges or changes the designated disbursing officer, an SF-1200 must be prepared in sufficient quantity to provide the following distribution. Forward the original to the disbursing office shown in the "Charges to be billed to" space on the GBL and to each recipient of a memorandum copy of the original GBL. One copy must be attached to the "Property Received" memorandum copy of the GBL for filing. When other changes in information, such as contract or purchase order data, are necessary, forward the SF-1200 only to the disbursing officer shown on the GBL. In this case, a copy of the SF-1200 will also be attached to the "Property Received" memorandum copy of the GBL.
- (7) Minor Corrections. Typographical errors or changes in words which do not change the meaning of the data entered on bills of lading need not be specifically authorized or initialed.
- (8) Corrections by Government Personnel Other Than Issuing and Accomplishing Officers.

 Any corrections considered to be proper or remarks found to be necessary by any Government employee other than the issuing or accomplishing officer or their authorized representative will be entered on the reverse of the SF 1103. Such entries will be dated and signed and will indicate the official title of the person making the entry as well as the official name of the station at which employed.
- 7. Valuation Restrictions on Bills of Lading. The value of property shipped for the Government, or on which the Government pays the transportation charges, will not be shown on bills of lading.

TEMPORARY NONUSE OF CARRIERS

A. <u>General</u>

- 1. <u>Action</u>. When a carrier consistently fails to meet the needs of the Coast Guard or violates the provisions of their tender of service, the Transportation Officer (TO) is authorized to take action based on 41 CFR 101-40.4, attached as Exhibit A. These penalties range from temporary nonuse at the local level to debarment or suspension at an agency level. Before taking any action, the local TO should contact the carrier involved and try to resolve any misunderstandings. Commandant (G-ELM) <u>must</u> be informed of any local actions against any carrier under the procedures outlined in this enclosure.
- 2. <u>Format</u>. See enclosure (4) for the notice to the carrier. Copies of all such correspondence must be sent to Commandant (G-ELM).

Federal Property Management Regulations () 101-40.306-3 Distribution.

Each agency receiving rate tenders shall prompt submit one signed copy to the National Capital Region (NCR) office listed in () 101-40.101-1(a) and two copies (including at least one signed copy) to the General Services Administration, Office of Transportation Audits (FW), Washington, DC 20405.

[51 FR 24337. July 3, 1986]

() 101-40.306-4 Bill of Lading endorsements

To ensure application of Government rate tenders to all shipments qualifying for their use, bills of lading covering the shipments shall be endorsed with the applicable tender or quotation number and carrier identification; e.g., "Section 10721 quotation, ABC Transportation Company Tender I.C.C. No. 143." In addition, where commercial bills of lading are used rather than Government bills of lading, the commercial bills of lading shall be endorsed in conformance with the provisions set forth in () 101-40.306-2(a). (For specific regulations covering transportation generated under cost-reimbursement type contracts, see 48 CFR 47.104-3.)

[52 FR 21034, June 4, 1987]

Subpart 101-40.4- Temporary Nonuse, Debarment, and Suspension of Carriers

Source: 45 FR 85759, Dec. 30, 1980, unless otherwise noted.

() 101-40.400 Scope of subpart.

This subpart prescribes:

- (a) Policies and procedures governing the temporary nonuse, debarment and suspension of commercial carriers transporting freight or household goods for the account of civilian executive agencies:
- (b) Provisions for the listing of temporary nonuse, debarred, or suspended carriers; and
- (c) Treatment to be accorded carriers which are placed in temporary nonuse, debarred, or suspended status.

[51 FR 24337, July 3, 1986]

() 101-40.402 () 101-40.401 Policy.

- (a) Executive agencies shall obtain transportation services from responsible commercial carriers providing consistent and satisfactory service to meet an agency's needs. Temporary nonuse, debarment, and suspension are discretionary action which, when taken in accordance with this subpart, are appropriate means to implement this policy.
- (b) The Federal Acquisition Regulation (FAR), codified at 48 CFR Subpart 9.4 implements on a Government-wide basis the uniform policies and procedures governing the debarment and suspension of Government contractors, promulgated by the Office of Federal Procurement Policy (OFPP), Office of Management and Budget, in Policy Letter 82-1, issued June 24, 1982 (47 FR 28854, July 1, 1982), and shall apply to contracts for transportation (including bills of lading). A Government bill of lading (GBL) is a contract for transportation services. (See 41 CFR 101-41.302-2(a)(1).) A commercial bill of lading is also a contract for transportation services.
- (c) Temporary nonuse is not governed by OFPP Policy Letter 82-1 since temporary nonuse does not have Government-wide effect and may be initiated by agency transportation officers. Debarment and suspension, however, shall only be imposed by the designated official specified in this subpart.
- (d) Debarment or suspension of a carrier precludes the executive agency, including the Department of Defense from awarding such carrier a contract for transportation.
- (e) Agencies shall establish appropriate procedures to implement the policies and procedures of this subpart.
- [51 FR 24337, July 3, 1986]

() 101-40.402 General.

(a) Temporary nonuse may be imposed by an authorized agency transportation officer for the causes set forth in () 101-40.408-2. This action should be taken when a carrier's failure to provide adequate service indicates that the carrier's continued participation poses a risk to effective op-

() 101-40.403

eration of agency transportation programs. Temporary nonuse is a local-ized program response to service failures which the carrier can readily correct during a period of limited exclusion.

- (b) Debarment is designed to protect the Government by excluding a carrier for a specified period of time following completion of an investigation of legal proceeding. A carrier may be debarred for willful and/or persistent service failures or if the agency's debarring official determines that a Governmentwide exclusion of the carrier is necessary to ensure the integrity of Government transportation program. The agency's transportation officer shall refer carriers to the agency's debarring official in accordance with 48 CFR 9.406, if the carrier has willful and/or persistently failed to comply with its contractual obligations under the terms and conditions of any contract for transportation. Referrals for criminal and/or civil fraud prosecutions should be made by the agency's Inspector General or an equivalent official.
- (c) Suspension is designed to protect the Government pending the outcome of a legal proceeding or investigation concerning criminal activity, civil fraud, or antitrust violations concerning contractual relations with the Government. When the agency transportation officer suspects that a carrier has engaged in such conduct, the matter should be referred to the agency's Inspector General or an equivalent official.

[51 FR 24337, July 3, 1986, as amended at 52 FR 21034, June 4, 1987]

() 101-40.402-1 [Reserved]

() 101-40.403 Definitions.

- (a) "Affiliates" means carriers or individuals if, directly of indirectly-
- (1) Either one controls or can control the other, or
- (2) A third party controls or can control both.
- (b) "Agency" means executive agencies unless otherwise noted.
- (c) "Consolidated list" means the list compiled, maintained, and distributed by GSA under 48 CFR 9.404 to identify Government contractors debarred

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or suspended. For the purpose of implementing the provisions of this subpart, the contractor listing shall also include debarred or suspended commercial carriers.

- (d) "Carrier means any individual or other legal entity authorized to transport freight or household goods under a certificate, license, or permit issued by a Federal, State, or local regulatory body.
- (e) "Contract for transportation" means a GBL, commercial bill of lading, purchase order, rate tender, or any other instrument establishing binding obligations on the Government to purchase, and the carrier to provide, transportation services.
- (f) "Conviction" means a judgment or conviction of a criminal offense by any court of competent jurisdiction whether entered upon a verdict or plea, and includes a conviction entered upon a plea of nolo contendere.
- (g) "Debarment" means action taken by a debarring official under 48 CFR 9.406 to exclude a carrier for a specifield period of time from receiving on a Government-wide basis any type of contract for transportation.
- (h) "Debarring official" means the head of an agency or an official authorized under 48 CFR 9.403 by the head of an agency to impose debarment.
- (i) "Indictment" means indictment for a criminal offense. Any information or other filing by competent authority charging criminal offense shall be given the same effect as an indictment.
- (j) "Legal proceeding" means any civil judicial proceeding to which the Government is a party or any criminal proceeding. The term includes appeals from such proceedings.
- (k) "Reviewing official" generally means the transportation officer's immediate supervisor. Agencies may designite other personnel as reviewing official for the purpose of reviewing decisions to place carriers in temporary nonuse status provided such designations are consistent with the individual's current duties and responsibilities.
- (1) "Suspending official" means the head of an agency or an official authorized under 48 CFR 9.403 by the

3 Exhibit A

Federal Property Management Regulations head of an agency to impose suspend-

head of an agency to impose suspendsion.

- (m) "Suspension" means action taken a suspending official under 48 CFR 9.407 to disqualify a carrier temporarily on a Government-wide basis from receiving any contracts for transportation; a carrier so disqualified is "suspended."
- (n) "Temporary nonuse" means action taken by a transportation officer under () 101-40.408 to exclude a carrier for a specified period of time from participating in shipments of freight or household goods under tariffs, rate tenders, tenders of service, commercial or Government bills of lading, and similar arrangements to or from specified transportation facilities
- (o) "Transportation facility" means an agency installation, depot, or shipping and receiving point which handles Government traffic.
- (p) "Transportation officer" means agency traffic managers or other officials responsible for managing bill of lading type commitments. Agencies may designate other personnel as transportation officers for the purpose of imposing temporary nonuse status provided such designations are consistent with the individual's current duties and responsibilities.
- [51 FR 24337, July 3, 1986]
- () 101-40.403-1-101-40.403.2 [Reserved]
- () 101-40.404 Maintenance of a List of temporary nonuse, debarred, or suspended carriers.
- [52 FR 21034, June 4, 1987]

() 101-40.404-1 Listing temporary nonuse carriers.

Each agency that places a carrier in temporary nonuse shall:

- (a) Compile and maintain a current list of carriers placed in temporary nonuse;
- (b) Direct inquiries concerning the listed carriers to the transportation officer that took the action; and
- (c) Establish procedures to provide for the effective use of the list of ensure that the scope and duration of the temporary nonuse status are com-

() 101-40.405

municated to all affected transportation facilities.

[51 FR 24338, July 3, 1986; 51 FR 27539, Aug. 2, 1986]

() 101-40.404-2 Listing debered or suspended carriers.

- (a) Carriers which have been debarred or suspended by agency debarring/suspending officials will be included on the consolidated list in accordance with the procedures established at 48 CFR 9.404.
- (b) Agency transportation officers should make arrangements for access to the consolidated list through their agency's debarring and/or suspending official.
- (c) agencies shall establish effective internal procedures for the use of the consolidated list to ensure that the agency does not award contracts for transportation to debarred or suspended carriers.
- [51 FR 24338, July 3, 1986]
- () () 101-40.404-3--101-40.404-5

() 101-40.405 Agency records

- (a) At a minimum, each agency's records relating to a carrier's temporary nonuse shall, in accordance with the agency's internal records retention procedures, contain the following information:
 - (1) The name, address, and Standard Carrier Alpha Code (SCAC) (see 41 CFR 101-41.310-2(d) of each carrier placed in temporary nonuse status;
 - (2) The duration and scope of the temporary nonuse status;
 - (3) The cause for imposing temporary nonuse, and the facts which demonstrate the existence of such a cause;
 - (4) Information and arguments in opposition to the imposition of temporary nonuse period submitted by the carrier or his/her representative; and
 - (5) The reviewing official's determination regaring maintaining or removing the temporary nonuse status.
 - (b) Records concerning debarment or suspension of carriers shall be maintained in accordance with 48 CFR 9.406-3 and 9.407-3 [51 FR 24338, July 3, 1986]

() 101-40.406

() 101-40.406 Treatment to be accorded debarred or suspended carriers.

- (a) Carriers debarred or suspended by and agency in accordance with 48 CFR Subpart 9.4 shall be excluded from receiving awards of contracts for transportation. Department and suspension shall be applied on a Governmentwide basis on the named carriers and their named affiliates.
- (b) Prior to requesting transportation services, agencies shall review the consolidated list for debarred or suspended carriers. If a carrier is listed, the carrier shall receive such treat ment as specified therein.
 [51 FR 24338, July 3, 1986]

() 101-40.407 Agency coordination.

When more than one agency has an interest in debarring or suspending a carrier, considering shall be given to designating one agency as the lead agency for making a decision. Similarly, when the cause for considering placing a carrier in temporary nonuse status involves more than one transportation facility, consideration should be given to designating one transportation officer as the lead official for decision.

[51 FR 24339, July 3, 1986]

() 101-40.408 Temporary nonuse.

[51 FR 24339, July 3, 1986]

() 101-40.408-1 General.

The agency's authorized transportation officer may, in the best interest of the Government, place a carrier in temporary nonuse for a period not to exceed 90 consecutive days for any of the causes contained in ()101-40.408.2 using the procedures in () 101-40.408.3, except that if a carrier fails within the period specified to correct the cause(s) for which temporary nonuse was imposed, the period of nonuse will be extended an additional 30 days for debarment referral. The existence of a cause for temporary nonuse under ()101-40.408-2 does not necessary require that a carrier be placed in temporary nonuse; the seriousness of the carrier's acts or omissions and any mitigating factors should be considered in making a temporary nonuse

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decision. A carrier placed in temporary nonuse is excluded from participating in the agency's transportation activities and programs to the extent and for the period specified. The extent and scope of temporary nonuse may be limited to those agency transportation facilities which have experienced the problems leading to the imposition of temporary nonuse on which may be reasonably expected to experience similar problems. Temporary nonuse shall not be extended to unaffected facilities solely for punitive reasons or to damage the carrier's operations.

[51 FR 24339, July 3, 1986]

() 101-40.408.2 Causes for temporary nonuse.

A carrier may be placed in temporary nonuse for the causes listed in paragraphs (a) through (n) of this section.

- (a) Willful violations of the terms of the tariffs, tenders of service, commercial or Government bills of lading, or similar arrangements determining the relationship of the parties;
- (b) Persistent and/or willful failure to meet requested packing/pickup service requirements;
- (c) Deliveries exceeding time-in-transit standards when established by the Government; e.g., the GSA household goods tender of service and transit times established for shipments from agencies or the GSA Federal Supply Service distribution centers;
- (d) Failure to meet required delivery dates on commercial or Government bills of lading;
- (e) Failure to furnish and use clean and safe vehicles and freight handling equipment;
- (f) Violation of Department of Transportation (DOT) hazardous materials regulations;
- (g) Mishandling of freight; e.g., damaged or missing transportation seals, or improper loading, blocking, packing, or bracing of property;
- (h) Excessive damage or loss to material transported;
 - (i) Improper routing;

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(j) Failure to pay just debts so as to subject Government shipments to possible frustration, unlawful seizure, or detention; -----

Federal Property Management Regulations

- (k) Failure to maintain insurance
 coverage;
- (1) Operating without legal authority;
- (m) Failure to settle claims in accordance with applicable Government regulations; and
- (n) Repeated failure to comply with the regulations of the DOT, the Interstate Commerce Commission (ICC), or State of local governments; or failure to comply with other applicable Government regulations.
- [51 FR 24339, July 3, 1986]

()101-40.408-3 Procedures.

- (a) Investigation and referral. Agencies shall prescribe procedure for placing a carrier in temporary nonuse. Further, the procedures shall provide that a carrier which fails, within the period of temporary nonuse, to correct the cause(s) for which temporary nonuse was imposed shall be referred to the agency's debarring official for appropriate action.
- (b) Notice of proposal to place a carrier in temporary nonuse. The carrier shall be notified by certified mail with return receipt requested of the following information:
- (1) The effective dates of the proposed temporary nonuse.
- (2) The extent or scope of the proposed temporary nonuse including the specific transportation facilities to which the period of exclusion will be applicable:
- (3) The facts relied on to support the specified cause(s) for temporary nonuse;
- (4) A period of 7 calendar days from the date the transportation officer's notice is received during which the carrier may submit in person, in writing, or through a representative, rebuttal information and arguments opposing the temporary nonuse;
- (5) A period of 5 workdays during which the transportation officer will evaluate the carrier's rebuttal information and opposing arguments and render a decision;
- (6) The availability of an appeal of the transportation officer's decision to a reviewing official, provided the request for review is received within 5 work days of receipt of the transportation officer's decision;

() 101-40-408-3

- (7) The corrective action required by the carrier to be removed from temporary nonuse; and
- (8) An additional nonuse period of 30 calendar days during which the carrier that fails to correct the cause(s) for temporary nonuse will be referred to the agency's debarring official for appropriate action.
- (c) Decision-making process. (1) Agencies shall prescribe procedures governing the temporary nonuse decision-making process, which shall be as informal as practicable, consistent with principles of fundamental fairness. The procedures shall afford the carrier an opportunity to submit in person, in writing, or through a representative, information and argument in opposition to a temporary nonuse status.
- (2) If the carrier requests a review of the transportation officer's decision, the transportation officer shall afford the carrier an opportunity to make a presentation, orally or in writing, or through a representative, to a designated agency reviewing official. This presentation shall be held within 5 workdays of the transportation officer's receipt of the carrier's request for a review of his/her decision. The reviewing official shall:
- (i) Consider the carrier's submission, investigate the contentions made, and make written findings of fact concerning the matters in dispute;
- (ii) Assess mitigating factors and corrective measures proposed by the carrier;
- (iii) Determine whether the facts, as found during his/her review, support a cause for imposition of the period of temporary nonuse proposed by the transportation officer; and
- (iv) Inform the carrier of the result of his/her review within 5 workdays of receiving the carrier's submission or presentation.
- (3) The effective date of the period of temporary nonuse may be delayed if there is a review by a designated agency reviewing official. Should a period of temporary nonuse be imposed following such a review, the period of temporary nonuse shall be adjusted to reflect the period proposed by the transportation officer unless a

() 101-40.408.4

different period is recommended by the reviewing official.

- (d) Decision to impose temporary nonuse. In actions in which a carrier does not request a review of the transportation officer's decision, the transportation officer shall make a decision on the basis of all the information contained in the administrative record, including any submission by the carrier. The Transportation officer shall inform the carrier of his/her decision within 5 workdays of the closing of the period for evaluating the carrier's information and arguments of his/her receipt of the reviewing officer's report. This decision shall be communicated in writing, by return receipt mail and shall include notice of:
- (1) The extent or scope of the period of nonuse including the specific transportation facilities affected by the period of temporary nonuse;
- (2) The effective dates of the period of temporary nonuse;
- (3) The corrective action, is any necessary to be removed from temporary nonuse status;
- (4) An additional period of 30 calendar days for debarment referral if the conduct leading to the imposition of the period of temporary nonuse continues; and
- (5) Procedures for the carrier to obtain a review of the transportation officer's decision by a designated reviewing official.
- [51 FR 24339, July 1986; 51 FR 27539,

() 101-40.408-4 Period of temporary nonuse.

Temporary nonuse shall be for a period commensurate with the seriousness of the cause(s) for temporary nonuse, but not for more than 90 consecutive days, except that the period or temporary nonuse may be extended an additional 30 calendar days for debarment referral when the carrier fails to correct the cause(s) for which temporary nonuse was imposed. The transportation officer, for good cause, may impose temporary nonuse beginning the same day that the notice of proposed temporary nonuse is given when continued use of the carrier's services would place the government at risk. The transportation officer may

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consider terminating the temporary nonuse or reducing the period of temporary nonuse, upon the carrier's application, supported by documentation, for reasons deemed appropriate by the transportation officer, such as:

- (a) Newly discovered material evidence;
- (b) Bona fide change in the carrier's ownership or management; or
- (c) Elimination of the cause(s) for which temporary nonuse was imposed.
- [51 FR 24340, July 3, 1986]

() 101-40.409 Debarment.

[51 FR 24340, July 3. 1986]

101-40.409-1 General

- (a) The debarring official may, in the best interest of the Government, debar a carrier for any of te causes contained in () 101-40.409-2, using the procedures provided in 48 CFR 9.406-3. The existence of a cause for debarment under () 101-40.409-2 does not necessarily require that a carrier be debarred; the seriousness of the carrier's acts or omissions and the mitigating factors should be considered in making any debarment decision.
- (b) Debarment of a carrier constitutes debarment of all divisions or other organizational elements of the carrier, unless the debarment decision is limited by its terms to specific divisions or organizational elements. The debarring official may extend the debarment decision to include any affiliates of the carrier, if the affiliates are-
 - (1) Specifically named and
 - (2) Given written notice of the proposed debarment and an opportunity to respond.
 - (c) A carrier's debarment shall apply to all agencies including the Department of Defense unless the head of the agency requiring transportation services, or an authorized representative, states in writing the compelling reasons justifying continued business dealings between that agency and the carrier.
 - [51 FR 24340, July 3, 1986; 51 FR 27539, Aug. 2, 1986]

Federal Property Management Regulations ()101-40.409-2 Causes for debarment.

The debarring official may debar a carrier for any of the following reasons:

- (a) Failure of a carrier, within the prescribed period of temprary nonuse, to corrct any of the causes listed in () 101-40.408-2;
- (b) Conviction of or civil judgment
 for:
- (1) Commission of fraud or a criminal offense in connection with obtaining, attempting to obtain, or performing a contract for transportation;
- (2) Violation of Federal or State antitrust statutes:
- (3) Commission of embezzlement, theft, forgery, bribery, falsification or destruction of records, making falseerstatements, or receiving stoen property; or
- (4) Commission of any other offense indicating a lack of business integrity or business honesty which seriously and directly affects the present responsibility of the carrier as a transporter of the Government's property or the household goods of its employees relocated in the interest of the Government.
- (c) Violation of the terms of a contract for transportation so serious as to justify debarment such as:
- (1) Willful failure to perform in accordance with the terms of one or more contracts for transportation, or
- (2) A history of failure to perform, or of unsatisfactory performance of, one or more contracts for transportation:
- (d) Any other cause of so serious or compelling a nature that it affects the present responsibility of the carrier; or
- (e) Debarment for any of the causes stated in paragraphs (a) through (d) of this secton by another agency where the original debarment did not have Governmentwide effect.
- [51 FR 24340, July 3, 1986]
- () 101-40.410 Suspension.
- [51 FR 24340, July 3, 1986]
- () 101-40.410-1 General.
- (a) The suspending official may, in the Government's best interest, suspend a carrier for any of the causes

() 101-40.410-2

- stated in ()101-40.410.2, using the procedures provided in 48 CFR 9.407-3.
 - (b) Suspension is a serious action to be imposed on the basis of adequate evidence of one or more or the causes set forth in ()101-40.410-2, pending the completion of investigation or legal proceedings, when it has been determinated that immediate action is necterest. In assessing the adequacy of the evidence, consideration should be given to how much information is available, how credible it is given the circumstances, whether or not important allegations are corroborated, and what inferences can reasonably be drawn as a result. This assessment should include an examination of basic documents such as contracts of carriage, loss or damage reports, and correspondence, as appropriate.
 - (c) Suspension of a carrier constitutes suspension of all divisions or other organizational elements of the carrier, unless the suspension decision is limited by its terms to specific divisions or organizational element. the suspending official may extend the suspension decision to include any affiliates of the carrier, if they are-
 - (1) Specifically named and
 - (2) Given written notice of the suspension and an opportunity to re-
 - (d) A carrier's suspension shall apply to all agencies, including the Department of Defense, unless the head of an agency requiring transportation services, or an authorized representative, states in writing the compelling reasons justifying continued business dealings between that agency and the carrier.
 - [51 FR 24340. July 3, 1986]

() 101--40.410.2 Causes for suspension.

- (a) The suspending official may suspend a carrier suspected upon adequate evidence of:
- (1) Commission of fraud or a criminal offense in connection with obtaining, attempting to obtain, or performing a contract for transportation;
- (2) Violation of Federal or State antitrust statutes;
- (3) Commission of embezzlement, theft, forgery, bribery, falsification or

LETTER FORMAT-UNSATISFACTORY CARRIER SERVICE (SEE SECTION 1-B-5) This letter format is to be used by Transportation Officers

This letter format is to be used by Transportation Officers (TOs) when contacting carriers concerning unsatisfactory performance. It is designed to assist TOs in accumulating carrier service information with the least amount of inconvenience. The information gathered will provide General Services Administration (GSA) support data in the event corrective action against a carrier is necessary.

(District/Unit Address) 4610 (Date)

(Name of Carrier)

Gentlemen:

Reference is made to the shipment referred to on enclosure (1).

The following complaint relating to your firm's service is forwarded to you for appropriate action:

	Inability to furnish suitable and/or timely equipment.
	Excessive transit time.
	Deviating from routing shown of Government Bill of Lading.
	Other (Specify).
Details of	Complaint:

Please investigate and furnish this office a detailed report of your findings within 20 days from the date of this letter. Should your investigation reveal internal deficient or negligent handling, please advise what corrective action and measures have been taken to prevent similar recurrences.

Sincerely, /s/

Encl: (1) Shipment Information

SHIPMENT IDENTIFICATION DATA

Route Order No:	
GBL No:	
Origin date of shipment:	
Shipper, city, state:	
Consignee, city, state:	
Remarks:	

GENERAL SERVICES ADMINISTRATION (GSA) TRANSPORTATION OFFICES

Southeast Zone

General Services Administration (4FBT)
75 Spring Street, SW (Mr. Chuck Lumpkin)
Atlanta, Ga 30303
Commercial 404-331-5121

Areas:

Alabama, Florida, Georgia, Kentucky, Mississippi, North Carolina, South Carolina, and Tennessee.

Central Zone

General Services Administration (6FBT)
4400 College Blvd., Suite 175 (Mr. Bill Hobson)
Overland Park, KS 66211
Commercial 913-236-2510

Areas:

Towa, Illinois, Indiana, Kansas, Michigan, Minnesota, Missouri, Nebraska, Ohio, and Wisconsin.

Southwest Zone

General Services Administration (7FBT) 819 Taylor Street Ft. Worth, TX 76102 Commercial 817-334-2737

Areas:

Arkansas, Colorado, Louisiana, Montana, North Dakota, New Mexico, Oklahoma, South Dakota, Texas, Utah, and Wyoming.

Western Zone

General Services Administration (9FBT) 525 Market Street (Mrs. Lea DuVal) San Francisco, CA 94105 Commercial 415-744-6012

Areas:

Alaska, American Samoa, Arizona, California, Guam, Hawaii, Idaho, Nevada, Northern Mariana Islands, Oregon, Pacific Trust Territories, and Washington.

Northeast Zone

General Services Administration (3FBT-W)
470 L'Enfant Plaza (Mr. Lin Goad)
Suite 1800
Washington, DC 20407
Commercial 202-755-0250

Areas:

Connecticut, Delaware, Massachusetts, Maryland, Maine, New Hampshire, New Jersey, New York, Pennsylvania, Puerto Rico, Rhode Island, Vermont, Virginia (except NCR), Virgin islands, and West Virginia.

MILITARY TRAFFIC MANAGEMENT COMMAND (MTMC) AREA COMMANDS

A. **General**. In CONUS (48 states), the Military Traffic Management Command (MTMC) is broken down into two area commands, with a Headquarters in Falls Church, Va. The location of the MTMC area headquarters and a list of the States within their respective geographical boundaries are as follows:

1. Eastern Area

Commander

Military Traffic Management Command, Eastern Area Military Ocean Terminal Bayonne, NJ 07002-5302

Telephone Number: (201) 823-0123, Autovon 247-0111

Area of Responsibility: Alabama, Connecticut, Delaware, District Columbia, Florida, Georgia, Illinois, Indiana, Iowa, Kentucky, Maine, Maryland, Massachusetts, Michigan, Minnesota, Mississippi, New Hampshire, New Jersey, New York, North Carolina, Ohio, Pennsylvania, Rhode Island, South Carolina, Tennessee, Vermont, Virginia, West Virginia, and Wisconsin.

2. Western Area

Commander,

Military Traffic Management Command, Western Area Oakland, CA 94626-5000 $\,$

Telephone Number: (510) 466-9111, Autovon 859-2118

Area of Responsibility: Arizona, Arkansas, California, Colorado, Idaho, Kansas, Louisiana, Missouri, Montana, Nebraska, Nevada, New Mexico, North Dakota, Oklahoma, Oregon, South Dakota, Texas, Utah, Washington, and Wyoming.

NOTE: Alaska and Hawaii are not included in the MTMCWA area of responsibility.

GOVERNMENT BILL OF LADING OFFICE CODES (GBLOC)

A. General Instructions

- 1. <u>Definition</u>. GBLOCs identify the installation, activity, or unit responsible for shipments under Government Bills of Lading (GBLs) at origin and destination, including issuance of GBLs. The GBLOC is a four-position alpha code. The first position identifies the geographical region in CONUS (48 states), the second position identifies the state within the region, the third position shows the military service or agency, and the fourth position identifies the type of activity or function.
- 2. <u>Bill of Lading Entries</u>. GBLOCs are to be entered on bills of lading, including GBL converted from collect Commercial Bills of Lading (CBLs).
- 3. <u>Code Arrangement</u>. Installations, activities, and units are arranged alphabetically by State and country. A cross-referencing alphabetical index of States and countries is included to facilitate code identification.
- 4. Amendments. GBLOCs will be amended, deleted, or added as required. Request for changes to this appendix will be submitted in writing only to the Commander, Military Traffic Management Command, ATTN: MT-INM, 5611 Columbia Pike, Falls Church, VA 22041-5050.

B. Alphabetical Listing of Districts/Units Arranged by State and Country With Applicable GBLOCs

BLOC	DISTRICT/UNIT	

ALABAMA

FGFL	Alabama Air National Guard, Birmingham
FJFL	Alabama Air National Guard, Montgomery
FHFL	Alabama Air National Guard, Dothan
FGAM	Alabama Army Ammunition Plant, Childersburg
FGAQ	Anniston Army Depot, Anniston
FGPT	Coast Guard Aviation Training Center, Mobile
FGPS	Coast Guard Base, Mobile
FGUA	Federal Prison Industries, Inc. (UNICOR),
	Talladega
FGAT	Fort McClellan, Anniston
FHAT	Fort Rucker, Daleville
FIFL	Headland Municipal Airport, Headland
FIAP	Huntsville Engineer Division, Huntsville
FKFL	Maxwell Air Force Base, Montgomery
FGAH	Mobile Detachment, Gulf Outport, Mobile
FGAP	Mobile Engineer District, Mobile
FGUV	NASA Administration, Huntsville
FHAM	Phosphate Development Works, Sheffield
FIAM	Redstone Arsenal, Huntsville
FGAJ	U.S. Property/Fiscal Office, Montgomery
FGMK	4th. Marine Division, Bessemer

ALASKA

MANL	Adak Naval Station, Adak
MAFY	Air Force Station, Bethel
MBFX	Air Force Station, Cape Lisburne
MCFX	Air Force Station, Cape Newenham
MDFX	Air Force Station, Cape Romanzof
MBFS	Air Force Station, Fort Yukon
MEFX	Air Force Station, Indian Mountain
MFFX	Air Force Station, Kotzebue
MGFX	Air Force Station, Murphy Dome
MCFL	Air Force Station, Shemya
MHFX	Air Force Station, Sparrevohn
MIFX	Air Force Station, Tatalina
MJFX	Air Force Station, Tin City
MAFK	Alaskan Air Command, Anchorage
MAPL	Coast Guard Air Station, Sitka
MBPS	Coast Guard Base, Ketchikan
MAPS	Coast Guard Support Center, Kodiak
MAFO	Cold Bay, Alaska
MAFL	Eielson Air Force Base, Fairbanks
MBFL	Elmendorf Air Force Base, Anchorage

Encl. (7) to COMDTINST M4610.5

BLOC	DISTRICT/UNIT
MAAT	Fort Greely, Fairbanks
MAAS	Fort Richardson, Anchorage
MBAT	Fort Wainwright, Fairbanks
MDFL	Galena Airport, Galena
MBFY	King Salmon Airport, King Salmon
MFFL	Missle Early Warning Station, Clear
MAAJ	U.S. Property/Fiscal Office, Anchorage
MAPK	17th Coast Guard District Office, Juneau
ARIZONA	
KDFC	Air Force Plant Rep., Tucson
KFFL	Arizona Air National Guard, Phoenix
KDFT	Arizona Air National Guard, Tucson
KDAC	Army Plant Rep, Hughes Helicopter, Mesa
KGFL	Davis-Monthan Air Force Base, Tucson
KDSK	Defense Contract Administration, Phoenix
KDAK	Fort Huachuca, Sierra Vista
KEFL	Luke Air Force Base, Litchfield Park
KDML	Marine Corps Air Station, Yuma
KDAQ	Navajo Army Depot, Flagstaff
KDAJ	U.S. Property/Fiscal Office, Phoenix
KDFL	Williams Air Force Base, Chandler
KHFL	Winslow Municipal Airport, Winslow
KDAV	Yuma proving Grounds, Yuma
ARKANSAS	
HUFL	Arkansas Air National Guard, Little Rock AFB
HTFL	Arkansas Air National Guard, Fort Smith
HSFK	Arkansas Air National Guard, Hot Springs
HSFL	Blytheville Air Force Base, Blytheville
HSAT	Fort Chaffee, Fort Smith
HVFL	Little Rock Air Force Base, Jacksonville
HSAP	Little Rock Engineer District, Little Rock
HSAM	Pine Bluff Arsenal, Pine Bluff
HSAJ	U.S. Property/Fiscal Office, Little Rock
CALIFORNIA	
LLFC	Air Force Plant Representative, Canoga Park
LGFC	Air Force Plant Representative, Sunnyvale
LJFC	Air Force Plant Representative, Los Angeles
LIFC	Air Force Plant Representative, Anaheim
LMFC	Air Force Plant Representative, Coyote Center
LUFC	Air Force Plant Representative, Pico Rivera
LEFC	Air Force Plant Representative, Sacramento
LFFC	Air Force Plant Representative, Los Angeles
LKFC	Air Force Plant Representative, Hawthorne
LNFC	Air Force Plant Representative, Redondo Beach
LDFC	Air Force Plant Representative, Long Beach

BLOC	DISTRICT/UNIT
LDNQ	Alameda Facility, Naval Supply Center, Alameda
LDDY	Armed Forces Radio & Television Service, Los
	Angeles
LIFL	Beale Air Force Base, Marysville
LDUG	Bureau of the Census, Laguna Niguel
LFFL	California Air National Guard, Hayward
LKFL	California Air National Guard, Ontario
LSFL	California Air National Guard, Van Nuys
LEFL	California Air National Guard, Fresno
LJAJ	Camp Roberts, Paso Robles
LJFL	Castle Air Force Base, Merced
LEPL	Coast Guard Air Station, San Diego
LDPL	Coast Guard Air Station, San Francisco
LFPS	Coast Guard Base, Terminal Island, San Pedro
LEPS	Coast Guard Base, Yerba Buena Island, San Francisco
LEPK	Coast Guard Support Center, Alameda
LDPT	Coast Guard Training Center, Petaluma
LJFX	Crescent City Air Force Station, Klamath
LFSK	Defense Contract Administration, Azusa
LGSK	Defense Contract Administration, Inglewood
LJSK	Defense Contract Administration, San Diego
LKSK	Defense Contract Administration, San Francisco
LESK	Defense Contract Administration, Santa Ana
LLSK	Defense Contract Administration, Van Nuys
LHSK	Defense Contract Administration, Los Angeles
LHSQ	Defense Depot, Tracy
LLNQ	Defense Fuel Support Point, San Pedro
LEAT	Defense Language Institute, Monterey
LDSK	Defense Subsistence Office, Los Angeles
LGSQ	Directorate of Maintenance, Stockton
LNFL	Edwards Air Force Base, Rosamond
LFUA	Federal Prison Industries (UNICOR), Lompoc
LGUA	Federal Prison Industries (UNICOR), Plesanton
LEUA	Federal Prison Industries (UNICOR), San Diego
LDUA	Federal Prison Industries (UNICOR), San Pedro
LFNV	Fleet Analysis Center, Naval Weapons Station,
TIIV	Corona
LDNB	Fleet Hospital Support Office, Alameda
LDAT	Fort H. Liggett, Jolon
LGAT	Fort MacArthur, San Pedro
LHAT	Fort Ord, Seaside
LJNQ	Fuel/Ammo Department, NSC, San Diego
LINQ	Fuel Department, NSC Oakland, Richmond
LEUQ	General Services Administration, Stockton
LDUQ	General Services Administration, San Francisco
LTFL	George Air Force Base, Victorville
LQFL	Hamilton Air Force Base, San Rafael
LHNF	Hunter Point Division, San Francisco
LDAB	Letterman General Hospital, San Francisco
LDNH	Long Beach Naval Shipyard, Long Beach

BLOC	DISTRICT/UNIT
LDFK	Los Angeles Air Force Station, El Segundo
LDAK	Los Angeles Engineer District, Los Angeles
LHFL	Los Angeles International Airport, Los Angeles
LDSQ	Defense Personnel Support Center, Los Angeles
LMFL	March Air Force Base, Riverside
LENF	Mare Island Naval Shipyard, Vallejo
LIMT	Marine Corps Air Ground Combat Center, Twenty-
	Nine Palms
LDML	Marine Corps Air Station, El Toro
LHMT	Marine Corps Air Station (helicopter), Sanat Ana
LFMT	Marine Corps Base, Camp Pendleton
LDMC	Marine Corps Freight Office, San Francisco
LDMQ	Marine Corps Logistics Base, Barstow
LDMT	Marine Corps Warfare Training Center, Bridgeport
LGMT	Marine Corps Recruit Depot, San Diego
LOFL	Mather Air Force Base, Sacramento
LDFQ	McClellan Air Force Base, Sacramento
LFAH	Military Ocean Terminal, Bay Area, Oakland
LDAH	Military Ocean Terminal, Bay Area, Alameda
LHAH	Military Ocean Terminal, Bay Area, Stockton
LFFX	Mill Valley Air Force Station, Mill Valley
LGFX	Mount Laguna Air Force Station, Laguna
LFNQ	National City Annex, NSC, San Diego
LMNQ	National Regional Plant Equipment Office, Oakland
LKAT	National Training Center, Fort Irwin, Barstow
LENL	Naval Air Facility, El Centro
LDNL	Naval Air Station, Alameda
LGNL	Naval Air Station, Leemore
LINT	Naval Air Station, Los Alamitos
LHNL	Naval Air Station, Miramar, San Diego
LINL	Naval Air Station, Moffett Field, Mountain View
LDNC	Naval Air Station, North Island, San Diego
LJNL	Naval Air Station, Point Mugu, Port Hueneme
LDNT	Naval Amphibious Base, Coronado
LFNL	Naval Auxiliary Landing Field, Imperial Beach
LDNY	Naval Communications Station, Stockton
LDNP	Naval Construction Battalion Center, Port
	Hueneme
LENF	Naval Electronic Systems Engineering Center, Vallejo
LNNC	Naval Facility, Centerville Beach, Ferndale
LGNM	Naval Reserve Industrial Reserve Ordnance Plant,
	Pomona
LINC	NAVMTO Representative, MTMCWA, Oakland
LINZ	NAVMTO Material Expediter, Mountain View
LGNV	Naval Ocean Systems Center, San Diego
LENC	Naval Plant Representative, Burbank
LGNC	Naval Plant Representative, Pomona
LHNC	Naval Plant Representative, Sunnyvale
LFNT	Naval Postgraduate School, Monterey
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BLOC	DISTRICT/UNIT
LENQ	Naval Regional Contracting Center, Long Beach
LGNB	Naval Regional Medical Center, Oakland
LENB	Naval Regional Medical Center, San Diego
LDNS	Naval Station, Treasure Island, San Francisco
LHNQ	Naval Supply Center, Oakland
LDNL	Naval Supply Center, Alameda Annex, Alameda
LKNQ	Naval Supply Center, San Diego
LFNQ	Naval Supply Center Annex, National City
LENQ	Naval Supply Center Detachment, Long Beach
LGNT	Naval Training Center, San Diego
LENV	Naval Weapons Center, China Lake
LDNM	Naval Weapons Station, Concord
LENM	Naval Weapons Station, Fallbrook
LHNM	Naval Weapons Station, Seal Beach
LEFQ	Norton Air Force Base, San Bernadino
LFNM	Nuclear Weapons Supply Dept., NSC, Oakland
LGAH	Oakland Army Base, Oakland
LIFX	Point Arena Air Force Station, Point Arena
LFAK	Presidio of San Francisco, San Francisco
LDNF	Resident Supervisor of Shipbuilding, Long Beach
LDAM	Riverbank Army Ammunition Plant, Riverbank
LGAQ	Sacramento Army Depot, Sacramento
LEAK	Sacramento Engineer District, Sacramento
LDFS	San Diego International Airport, San Diego
LDAP	San Francisco Engineer District, San Francisco
LPFL	San Francisco International Airport, San Francisco
T 77737	
LKFX	San Pedro Hill Air Force Station, Rancho Palos Verdes
LRFL	Santa Monica Municipal Airport, Santa Monica
LEAQ	Sharpe Army Depot, Lathrop
LDAQ	Sierra Army Depot, Herlong
LEAH	Southern California Airport, San Pedro
LEFS	Sunnyvale Air Force Station, Sunnyvale
LGNF	Supervisor of Shipbuilding, San Diego
LDFL	Travis Air Force Base, Fairfield
LFAC	U.S. Army Courier Service, San Francisco
LDAC	U.S. Army Hughes Plant Activity, Culver City
LEAO	U.S. Army Reserve Training Facility, Rio Vista
LKAJ	U.S. Property/Fiscal Office, San Luis Obispo
LHAJ	U.S. Property/Fiscal Office, Los Alamitos
LGAJ	U.S. Property/Fiscal Office, Fresno
LIAJ	U.S. Property/Fiscal Office, Long Beach
LMAJ	U.S. Property/Fiscal Office, Stockton
LDAJ	U.S. Property/Fiscal Office, Barstow
LGFL	Vandenberg Air Force Base, Lompoc
LDFQ	West Coast CCP, McClellan Air Force Base, Sacramento
LDPK	11TH Coast Guard District, Long Beach

BLOC	DISTRICT/UNIT
	DIDINICI/ CHII

COLORADO

KJFL	Air Force Academy, Colorado Springs
KJFC	Air Force Plant Representative, Denver
KIFL	Colorado Air National Guard, Aurora
KISK	Defense Contract Administration, Denver
KIAB	Fitzsimons Army Medical Center, Denver
KIAT	Fort Carson, Colorado Springs
KIUQ	General Services Administration, Denver
KIFK	HQ, Aerospace Defense, Colorado Springs
KJFK	Lowry Air Force Base, Denver
KKFL	Peterson Air Force Base, Colorado Springs
KJAT	Pinon Canyon Maneuver Site, Trinidad
KIAQ	Pueblo Army Depot Activity, Pueblo
KIAM	Rocky Mountain Arsenal, Denver
KIAJ	U.S. Property/Fiscal Office, Golden

CONNECTICUT

AMFC	Air Force Plant Representative, East Hartford
AMAF	Area Maintenance Support Activity, Windsor Locks
AMFL	Bridgeport Municipal Airport, Stratford
ANFL	Connecticut Air National Guard, Windsor Locks
ANSK	Defense Contract Administration, Bridgeport
AMSK	Defense Contract Administration, Hartford
ANNC	Naval Plant Representative, Stratford
AMNS	Naval Submarine Base, New London
AMNV	New London Laboratory, New London
AMNF	Supervisor of Shipbuilding, Groton
AMPT	U.S. Coast Guard Academy, New London
AMAJ	U.S. Property/Fiscal Office, Hartford

DELAWARE

ATFL	Delaware Air National	Guard, New Castle
ASFL	Dover Air Force Base,	Dover
ASAJ	U.S. Property/Fiscal (Office, New Castle

DISTRICT OF COLUMBIA

BFAB	Armed Forces Institute of Pathology, Washington
BEFK	Bolling Air Force Base, Washington
BEPK	U.S. Coast Guard Headquarters, Washington
BEBU	Defense Mapping Agency, Washington
BABU	Defense Mapping Agency Office of Dist,.
	Washington
BFDQ	Defense Printing Service, Pentagon
BEDQ	Defense Supply Service, Washington
BEDC	Department of Defense Special Unit #1,
	Washington
BEAT	Fort McNair, Washington

BLOC	DISTRICT/UNIT
BEUQ	General Services Administration, Washington
BFUQ	Government Printing Office, Washington
BCAV	Harry Diamond Laboratories, Washington
BFMK	Marine Barracks, Washington
BENK	Naval District, Washington Navy Yard, Washington
BFNU	Naval Oceanographic Office, Washington
BENV	Naval Research Laboratory, Washington
BFNF	Naval Security Station, Washington
BFFX	Office of Special Investigation, Washington
BFAJ	U.S. Property/Fiscal Office, Washington
BEAB	Walter Reed Army Medical Center, Washington
FLORIDA	
CLFC	Air Force Plant Representative, West Palm Beach
CLFL	Avon Park Air Force Range, Avon Park
CLFM	Cape Canaveral Air Force Station, Cape Canaveral
CLAH	Cape Canaveral Outport, Cape Canaveral
CMPL	Coast Guard Air Station, Clearwater
CLPL	Coast Guard Air Station, Opa Locka
CLPS	Coast Guard Base, Miami Beach
CLSK	Defense Contract Administration, Orlando
CLSQ	Defense Fuel Region, Tyndall AFB, Panama City
CTFL	Elgin Air Force Base, Fort Walton Beach
CMUA	Federal Prison Activities (UNICOR), Miami
CLUA CLFZ	Federal Prison Activities (UNICOR), Tallahassee Florida Air National Guard, Jacksonville
CNNQ	Fuel Department, Naval Supply Center
CIVINQ	Jacksonville
CNFL	Homestead Air Force Base, Homestead
CLFY	Hurlburt Field, Fort Walton Beach
CLAP	Jacksonville Engineer District, Jacksonville
CSFL	MacDill AFB, Tampa
CMNQ	Mayport Annex, NSC Jacksonville, Mayport
CLUV	NASA Space Center, Cape Canaveral
CNNT	Naval Administrative Command, NTC, Orlando
CONT	Naval Aerospace and Regional Medical Center,
	Pensacola
CLNT	Naval Air Station, Cecil Field
CMNL	Naval Air Station, Jacksonville
CQNL	Naval Air Station, Key West
CONT	Naval Air Station, Pensacola
CMNT	Naval Air Station, Whiting Field, Milton
CONV	Naval Coastal Systems Center, Panama City
CLNV	Naval Ordnance Test Unit, Cape Canaveral
CLNB	Naval Regional Medical Center, Orlando
CLNZ	Naval Station Maymort
CMNQ	Naval Station, Mayport
CNNQ CMNV	Naval Surface Weapons Contor Fort Laudordale
CTATIV A	Naval Surface Weapons Center, Fort Lauderdale

BLOC	DISTRICT/UNIT
CNNV	Naval Underwater Sound Reference Detachment, Orlando
CLFX	OLAB 20th. Air Defense Squadron, Old Town
CNFX	OLAJ 20th. Air Defense Squadron, Key West
CLFS	Opa Locka Air Force Station, Opa Locka
CFFL	Palm Beach International Airport, West Palm Beach
CMFL	Patrick Air Force Base, Cocoa Beach
CQFL	St. Petersburg International Airport, St. Petersburg
CLNF	Supervisor of Shipbuilding, Jacksonville
CPFL	Tyndall AFB, Panama City
CLAC	U.S. Army Grumman Plant Activity, Stuart
CLAJ	U.S. Property/Fiscal Office, St. Augustine
CMAJ	U.S. Property/Fiscal Office, Starke
CUFL	Venice Municipal Airport, Venice
CLPK	Seventh Coast Guard District, Miami
GEORGIA	
CFFC	Air Force Plant Representative, Marietta
CGFL	Atlanta Airport, Hapeville
CHFL	Callaway Airport, La Grange
CFFS	Cochran Field, Macon
CFFL	Columbus Metropolitan Airport, Columbus
CFSK	Defense Contract Administration, Atlanta
CGSK	Defense Contract Administration, Atlanta
CIFL	Dobbins AFB, Marietta
CFUA	Federal Prison Industries (UNICOR), Atlanta
CFAT	Fort Benning, Columbus
CFAQ	Fort Gillem, Forest Park
CGAT	Fort Gordon, Grovetown
CFAK	Fort McPherson, Atlanta
CHAT	Fort Stewart, Hinesville
CFUQ	General Services Administration, Atlanta
CFFZ	Georgia Air National Guard, Marietta
CJFL	Georgia Air National Guard, Savannah
CFFY	Georgia Air National Guard Field Training, Savannah
CGAL	Hunter Army Airfield, Savannah
CFMQ	Marine Corps Logistics Base, Albany
CKFL	Moody AFB, Valdosta
CHNL	Naval Air Station, Marietta
CFNH	Naval Submarine Support Base, St. Mary's
CGNT	Naval Supply Corps School, Athens
CFFQ	Robbins AFB, Warner Robins
CGAP	Savannah Engineer District, Savannah
CFAP	South Atlantic Engineer Division, Atlanta
CFAJ	U.S. Property/Fiscal Office, Atlanta
CGAJ	U.S. Property/Fiscal Office, Hinesville
CVHAJ	U.S. Property/Fiscal Office, Winder

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BLOC	DISTRICT/UNIT	
IDAHO		
JKFL	Idaho Air National Guard, Boise	
JLFL	Mountain Home AFB, Mountain Home	
JKNQ	Naval Administrative Unit, Idaho Falls	
JKNV	Naval Ship Research and Development, Bayview	
JKNT	Nuclear Power Training Unit, Idaho Falls	
JKAJ	U.S. Property/Fiscal Office, Boise	
ILLINOIS		
GKFK	Chanute AFB, Rantoul	
GKAP	Chicago Engineer District, Chicago	
GKAJ	Illinois Army National Guard, Maintenance Shop, Riverside	
GMSK	Defense Contract Administration, Chicago	
GKSK	Defense Contract Administration, Chicago	
GKAC	Fort Sheridan, Highwood	
GKUQ	General Services Administration, Chicago	
GLFL	Illinois Air National Guard, Chicago	
GMFL	Illinois Air National Guard, Peoria	
GNFL	Illinois Air National Guard, Springfield	
GKAM	Joliet Army Ammunition Plant, Elwood	
GLAC	Joliet Project Office, Joliet	
GMAP	LeClair Base Rock Island Eng. District, Rock Island	
GKNT	Naval Air Station, Glenview	
GLNT	Naval Training Center, Great Lakes	
GLFD	O'Hare Air Reserve Forces Facility, Chicago	
GLAP	Peoria Project Office, Peoria	
GLAM	Rock Island Arsenal, Rock Island	
GNAP	Rock Island Engineer District, Rock Island Savanna Army Depot Activity, Savanna	
GLAQ GKFL	Scott AFB, Belleville	
GMAK	U.S. Army Armament Command, Rock Island	
GLAK	U.S. Army St. Louis Area Spt. Ctr., Granite City	
GLUQ	U.S. Government Printing Office, Chicago	
GLAJ	U.S. Property/Fiscal Office, Springfield	
INDIANA		
GRAM	Crane Army Ammunition Activity, Crane	
GOSK	Defense Contract Administration, Indianapolis	
GOFL	Dress Memorial Airport, Evansville	
GOUA	Federal Prison Industries (UNICOR), Terre Haute	
GOAT	Fort Benjamin Harrison, Lawrence	
GQFL	Grissom AFB, Peru	
GRFL	Indiana Air National Guard, Terre Haute	
GPFL	Indiana Air National Guard, Fort Wayne	
GOAM	Indiana Army Ammunition Plant, Charlestown	
GOAV	Jefferson Proving Ground, Madison	

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HICT: (7) CO	COMPTINGT MICTORS
BLOC	DISTRICT/UNIT
GONE	Naval Avionics Center, Indianapolis
GONM	Naval Weapons Support Center, Crane
GPAM	Newport Army Ammunition Plant, Newport
GOAJ	Unit Training Equipment Site, Edinburg
GPAJ	U.S. Property/Fiscal Office, Indianapolis
AWOI	
GISK	Defense Contract Administration, Cedar Rapids
GIFL	Iowa Air National Guard, Des Moines
GJFL	Iowa Air National Guard, Sergeant Bluff
GIAM	Iowa Army Ammunition Plant, Burlington
GIAJ	U.S. Property/Fiscal Office, Des Moines
KANSAS	
KOFC	Air Force Plant Representative, Wichita
KOSK	Defense Contract Administration, Wichita
KOSQ	Defense Industrial Plant Equipment Facility, Atchison
KOUA	Federal Prison Industries (UNICOR), Leavenworth
KPAT	Fort Leavenworth, Leavenworth
KOAT	Fort Riley, Junction City
KOFL	Kansas Air National Guard, Wichita
KOFZ	Kansas Air National Guard, Topeka
KPAM	Kansas Army Ammunition Plant, Parsons
KOMK	Marine Corps 9th. District, Shawnee Mission
KOFL	McConnell AFB, Wichita
KONT	Naval Air Reserve Center, Olathe
KOAM	Sunflower Army Ammunition Plant, DeSoto
KOAJ	U.S. Property/Fiscal Office, Topeka
KENTUCKY	
FAAQ	Blue Grass Facility, Fort Estill
FAUA	Federal Prison Industries (UNICOR), Ashland
FAAT	Fort Campbell, Clarksville
FAAM	Fort Knox, Louisville
FAFL	Greater Cincinnati Airport, Covington
FBFL	Kentucky Air National Guard, Louisville
FAAQ	Lexington-Blue Grass Depot Activity, Lexington
FAAP	Louisville Engineer District, Louisville
FANM	Naval Ordnance Station, Louisville
FBAJ	U.S. Property/Fiscal Office, Frankfort
FCAJ	U.S. Property/Fiscal Office, Fort Knox
FAAJ	U.S. Property/Fiscal Office, Greenville
LOUISIANA	
FSFL	Barksdale AFB, Bossier City
FRUG	Bureau of the Census, New Orleans

BLOC	DISTRICT/UNIT
FRPS	Coast Guard Base, New Orleans
FRFL	England AFB, Alexandria
FSAT	Fort Polk, Leesville
FRAH	Gulf Outport, New Orleans
FRAT	Lake Charles Port, Lake Charles
FUFL	Louisiana Air National Guard, New Orleans
FRAM	Louisiana Army Ammunition Plant, Doyline
FSNT	Naval Air Station, New Orleans
FRNQ	Naval Support Activity, New Orleans
FRAP	New Orleans Engineer District, New Orleans
FTFL	New Orleans International Airport, Kenner
FSAJ	U.S. Property/Fiscal Office, New Orleans
FRAJ	U.S. Property/Fiscal Office, Alexandria
FRPK	8th. Coast Guard District, New Orleans
FRFX	630th. Radar Squadron, Slidell
FRFC	926th. Tactical Fighter Group, New Orleans
MAINE	
ACFX	Bucks Harbor Radar Site, Machias
AAPS	Coast Guard Base, South Portland
ABFL	Loring AFB, Limestone
AAFL	Marine Air National Guard, Bangor
AANL	Naval Air Station, Brunswick
AANY	Naval Communications Unit, Cutler
AANT	Naval Reserve Center, Portland
AANC	Naval Security Group, Winter Harbor
AANF	Supervisor of Shipbuilding, Bath
AAPC	U.S. Coast Guard Group, Southwest Harbor
AAAJ	U.S. Property/Fiscal Office, Augusta
MARYLAND	
BAAV	Aberdeen Proving Ground, Aberdeen
BAFC	Air Force Plant Representative, Baltimore
BAFQ	AF Publication Distribution Center, Middle River
BBFL	Andrews AFB, Camp Springs
BAAP	Baltimore Engineer District, Baltimore
BAAH	Baltimore Outport, Baltimore
BAFL	BWI Airport, Baltimore
BAPF	Coast Guard Yard, Curtis Bay, Baltimore
BCSC	ConDiesel Mobile Equipment Division, Salisbury
BANV	Taylor Naval Ship Research, Annapolis
BBNV	Taylor Naval Ship Research, Bethesda
BASK	Defense Contract Administration, Baltimore
BABU	Defense Mapping Agency, Brookmont
BAAM	Edgewood Arsenal, Edgewood
BBAV	Fort Detrick, Frederick
BAAT	Fort Meade, Laurel
BAAY	Fort Richie, Waynesboro
BCAV	Harry Diamond Laboratories, Adelphi

BLOC	DISTRICT/UNIT
BAMT	Marine Aircraft Group 41, Camp Springs
BDSC	Martin Marietta Corporation, Baltimore
BDFL	Maryland Air National Guard, Middle River
BASC	Marton-Thiokol, Elkton
BAUV	NASA Goddard Space Flight Center, Greenbelt
BANB	National Naval Medical Center, Bethesda
BAUW	National Oceanic/Atmospheric Adm., Rockville
BDWB	National Security Agency, Fort Meade
BANT	Naval Academy, Annapolis
BANL	Naval Air Facility, Andrews AFB, Camp Springs
BCNV	Naval Air Station, Patuxet River
BANM	Naval Ordnance Station, Indian Head
BANC	Naval Plant Representative, Annapolis
BBNC	Naval Plant Representative, Laurel
BDNV	Naval Surface Weapons Center, Silver Spring
BBFV	Technical Research Institute, Camp Springs
BAAQ	U.S. Army Adjutant General Pub. Ctr., Baltimore
BAAC	U.S. Army Courier Station, Fort Meade
BAAJ	U.S. Property/Fiscal Office, Havre de Grace
BCFL	Washington County Regional Airport, Hagerstown

MASSACHUSETTS

AGFC	Air Force Plant Representative, Wilmington
AHAV	Army Materials and Mechanice Research Ctr.,
	Watertown
AJAT	Camp Edwards, North Falmouth
AGPS	Coast Guard Base, Woods Hole
AGPC	Coast Guard Support Center, Boston
AGSK	Defense Contract Administration, Boston
AHSK	Defense Contract Administration, Boston
AGAT	Fort Devens, Ayer
AIAT	Fort Rodman, New Bedford
AGUQ	General Services Administration, Boston
AGFL	Hanscom AFB, Bedford
AKFL	Massachusetts Air National Guard, Westfield
AIFL	Massachusetts Air National Guard, Falmouth
AGAV	Natick Research and Development Center, Natick
AGNT	Naval Air Station, South Weymouth
AHNC	Naval Plant Representative, Lynn
AGNC	Naval Plant Representative, Pittsfield
AGAP	New England Engineer Division, Waltham
AGFX	North Truro Air Force Station, North Truro
AJFL	Otis AFB, Falmouth
AINF	Supervisor of Shipbuilding, Quincy
AIAJ	U.S. Property/Fiscal Office, Natick
AHAJ	U.S. Property/Fiscal Office, Falmouth
AGAJ	U.S. Property/Fiscal Office, Ayer
AHFL	Westover AFB, Chicopee
AGPK	First Coast Guard District Office, Boston

BLOC DISTRICT/UNIT

MICHIGAN

ECAK	Army Tank-Automotive Command, Warren
EAFZ	Bayshore Radar Bomb Squadron, Petoskey
EBFX	Calumet Air Force Station, Calumet
EAPL	Coast Guard Air Station, Traverse City
EBPS	Coast Guard Base, Detroit
EAPS	Coast Guard Base, Sault Ste. Marie
EASK	Defense Contract Administration, Grand Rapids
EBSK	Defense Contract Administration, Detroit
EASQ	Defense Logistics Service Center, Battle Creek
EAAF	Detroit District Boatyard, Detroit
EBAP	Detroit Engineer District, Detroit
EAAH	Detroit Marine Terminals, Inc., Detroit
EDFX	Empire Air Force Station, Empire
EAUA	Federal Prison Industries (UNICOR), Milan
ECAP	Grand Haven Project Office, Grand Haven
EAFL	Sawyer AFB, Marquette
EAFY	Michigan Air National Guard, Clemens
EDFL	Michigan Air National Guard, Battle Creek
ECFL	Michigan Air National Guard, Alpena
EBAJ	Michigan Army National Guard, Camp Grayling
ECAJ	Michigan Army National Guard, Custer
EAAJ	Mobilization and Training Equipment Site,
	Grayling
EANL	Naval Air Facility Detroit, Clemens
EAFX	Port Austin AFB, Port Austin
EAAP	Sault Ste. Marie Office Detroit Eng. District
ECAK	U.S. Army Pontiac Storage Facility, Pontiac
EBAK	U.S. Army TARCOM Support Activity, Selfridge ANG
	Base
ECAJ	U.S. Property/Fiscal Office, Lansing
EHFL	Wursmith AFB, Oscoda

MINNESOTA

GASK	Defense Contract Administration, Twin Cities
GAFD	Duluth Bomac Base, French River
GAFL	Duluth International Airport, Duluth
GAUA	Federal Prison Industries (UNICOR), Sandstone
GCFL	Minneapolis-St. Paul Airport, Minneapolis
GDFL	Minnesota Air National Guard, Minneapolis
GBFL	Minnesota Air National Guard, Duluth
GBNC	Naval Plant Representative, Minneapolis
GAAP	St. Paul Engineer District, St. Paul
GAAM	Twin Cities Army Ammunition Plant, New Brighton
GABC	U.S. Army Transportation Office, Twin Cities
GAAJ	U.S. Property/Fiscal Office, Little Falls

BLOC DISTRICT/UNIT

MISSISSIPPI

FNFL	Columbus AFB, Columbus
FMFL	Keesler AFB, Biloxi
FMAP	Lower Mississippi Valley Eng. Divn., Vicksburg
FQFL	Mississippi Air National Guard, Meridian
FOFL	Mississippi Air National Guard, Jackson
FPFL	Mississippi Air National Guard, Gulfport
FMAM	Mississippi Army Ammunition Plant, Picayune
FNNT	Naval Air Station, Meridian
FMNT	Naval Construction Battalion Center, Gulfport
FMNU	Naval Oceanographic Office, Bay St. Louis
FMNF	Supervisor of Shipbuilding, Pascagoula
FNAL	U.S. Property/Fiscal Office, Jackson
FMAJ	U.S. Property/Fiscal Office, Hattiesburg
FNAP	Vicksburg Engineer District, Vicksburg
FMAS	Waterways Experiment Station, Vicksburg

MISSOURI

GWAK	Automated Logistics Management, St. Louis
GUAK	Aviation Systems Command, St. Louis
GTAJ	Camp Clark, Nevada
GSPA	Coast Guard Base, St. Louis
GUSK	Defense Contract Administration, St. Louis
GTSK	Defense Contract Administration, St. Louis
GSSQ	Defense Fuel Supply Center, St. Louis
GTBU	Defense Mapping Agency, St. Louis
GUBU	Defense Mapping Agency, St. Louis
GSUV	Department of Energy, Kansas City
GSAT	Fort Leonard Wood, Waynesville
GTAM	Gateway Army Ammunition Plant, St. Louis
GSUQ	General Services Administration, Kansas City
GSAP	Kansas City Engineer District, Kansas City
GSAM	Lake City Ammunition Plant, Lake City
GSMK	Marine Corps Finance Center, Kansas City
GUFL	Missouri Air National Guard, St. Louis
GVFL	Missouri Air National Guard, St. Joseph
GSNC	Naval Plant Representative, St. Louis
GSFL	Richard-Gebaur AFB, Grandview
GUAM	St. Louis Army Ammunition Plant, St. Louis
GTAP	St. Louis Engineer District, St. Louis
GVAK	Troop Support Command, St. Louis
GSAQ	U.S. Army Adjutant General Pub. Ctr., St. Louis
GTAK	U.S. Army Reserve Components, Overland
GLAK	U.S. Army St. Louis Area Support Center, St.
	Louis
GSAJ	U.S. Property/Fiscal Office, Jefferson City
GTAT	Weldon Springs Army Reserve, Weldon Springs
GTFL	Whiteman AFB, Knobnoster
GSPK	2nd Coast Guard District, St. Louis

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BLOC	DISTRICT/UNIT
MONTANA	
JOFX	Kalispell Air Force Station, Lakeside
JNFL	Malmstrom AFB, Great Falls
JOFL	Montana Air National Guard, Great Falls
JMAJ	U.S. Property/Fiscal Office, Helena
NEBRASKA	
KQAM	Cornhusker Army Ammunition Plant, Grand Island
KQAP	Missouri River Engineer Division, Omaha
KQFL	Nebraska Air National Guard, Lincoln
KRFL	Offutt AFB, Omaha
KRAP	Omaha Engineer District, Omaha
KQAJ	U.S. Property/Fiscal Office, Lincoln
NEVADA	
JAAM	Hawthorne Army Ammunition Plant, Hawthorne
JBFL	Indian Springs A.F. Auxiliary Field, Indian
	Springs
JAFS	McCarran Field, Las Vegas
JANL	Naval Air Station, Fallon
JCFL	Nellis AFB, Las Vegas
JDFL	Nevada Air National Guard, Reno
JADV	Nevada Test Site, Mercury
JAAQ	Sierra Army Depot, Reno
JAAJ	U.S. Property/Fiscal Office, Carson City
NEW HAMPSHIRE	
ADAV	Cold Regions Research, Hanover
ADFL	Grenier Air Force Station, Manchester
AEFL	New Hampshire Air National Guard, Portsmouth
AFFL	Pease Air Force Base, Portsmouth
ADNF	Portsmouth Naval Shipyard, Portsmouth
ADAJ	U.S. Property/Fiscal Office, Concord
NEW JERSEY	
AOAQ	Belle Meade General Depot, GSA, Somerville
APFL	Caldwell-Wright Airport, Caldwell
AOPS	Coast Guard Base, Gloucester City
AOPT	Coast Guard Training Center, Cape May
AOSK	Defense Contract Administration, Springfield
AOSQ	Defense Fuel Supply Center Area, Wrightstown
AOAT	Fort Dix, Wrightstown
AOAC	Fort Monmouth, Eatontown
AOFX	Gibbsboro Air Force Station, Berlin
AQFL	McGuire AFB, Wrightstown
AOAH	Military Ocean Terminal, Bayonne
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BLOC	DISTRICT/UNIT
AONL	Naval Air Engineering Center, Lakehurst
AONV	Naval Air Propulsion Center, Trenton
AONC	NAVMTO Rep., MTMCEA, Bayonne
AONQ	Naval Weapons Station Earle, Colt's Neck
ARFL	New Jersey Air National Guard, Wrightstown
AOFL	New Jersey Air National Guard, Atlantic City
APAM	U.S. Army Armament Research/Dev. Cmd., Dover
APAJ	U.S. Property/Fiscal Office, Trenton
NEW MEXICO	
KLAP	Albuquerque Engineer District, Albuquerque
KNFL	Cannon AFB, Clovis
KLBU	Defense Mapping Agency, White Sands Missile Range
KLAQ	Fort Wingate Depot Activity, Gallup
KLFL	Holloman AFB, Alamogordo
KLFV	Kirtland AFB, Albuquerque
KLAV	Los Alamos Scientific Laboratory, Los Alamos
KMFL	New Mexico Air National Guard, Albuquerque
KLAJ	U.S. Property/Fiscal Office, Santa Fe White Sands Missle Range, Las Cruces
KLAE KLFX	26th. Air Defense Squadron, Cliff
ИПГИ	20th. All Detense Squadron, Cliff
NEW YORK	
DBFC	Air Force Plant Representative, Farmingdale
DCFC	Air Force Plant Representative, Deer Park
DBAP	Buffalo Engineer District, Buffalo
DBPS	Coast Guard Base, Buffalo
DBPQ	Coast Guard Supply Center, Brooklyn
DHSK	Defense Contract Administration, Buffalo
DBSK DCSK	Defense Contract Administration, Garden City Defense Contract Administration, New York
DGSK	Defense Contract Administration, Syracuse
DDSK	Defense Contract Administration Region, New York
DESK	Defense Contract Administration, Rochester
DBUA	Federal Prison Industries (UNICOR), Otisville
DCUA	Federal Prison Industries (UNICOR), Ray Brook
DBAT	Fort Drum, Watertown
DBAO	Fort Hamilton/N.Y. Area Command, New York
DBAD	Fort Tilden, Rockaway Park
DBAS	Fort Totten, Bayside
DBUQ	General Services Administration, New York
DBFQ	Griffiss AFB, Rome
DIFL	Hancock Field, Syracuse
DBFL	Kennedy International Airport, New York
DGFL	MacArthur Airport, Ronkonkoma
DBNK	Naval Administrative Unit, Scotia
DBNC	Naval Plant Representative, Bethpage
DDNC	Naval Plant Representative, Great Neck
DCNT	Naval Station, New York, Brooklyn

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BLOC	DISTRICT/UNIT
DBNZ	Navy Special Services Administration, Brooklyn
DDFL	New York Air National Guard, Niagara Falls
DLFL	New York Air National Guard, White Plains
DHFL	New York Air National Guard, Schenectady
DJFL	New York Air National Guard, Syracuse
DKFL	New York Air National Guard, Westhampton Beach
DCAP	New York Engineer District, New York
DEFL	Niagara Falls International Airport, Niagara Falls
DFFL	Plattsburg AFB, Plattsburg
DCAQ	Seneca Army Depot, Romulus
DBNF	Supervisor of Shipbuilding, Brooklyn
DCAT	U.S. Military Academy, West Point
DDAJ	U.S. Property/Fiscal Office, Rochester
DCAJ	U.S. Property/Fiscal Office, Peekskill
DEFX	Watertown Air Force Station, Watertown
DBAM	Watervliet Arsenal, Watervliet
NORTH CAROLIN	<u>A</u>
BKAV	Army Research Office, Research Triangle Park
BKPF	Coast Guard Aircraft Repair and Supply Center,
	Elizabeth City
BKPL	Coast Guard Station, Elizabeth City
BKAS	Fort Bragg, Fayettsville
BNFX	Fort Fisher Air Force Station, Kure Beach
BNFL	Greensboro-High Point-Winston Salem Airport, Greensboro
BKML	Marine Corps Air Station, Cherry Point

BKML	Marine	Corps	Air	Station,	Cherry Point
BMML	Marine	Corps	Air	Station,	New River,

Jacksonville

Marine Corps Base, Camp Lejune, Jacksonville BKMT Military Ocean Terminal, Sunny Point, Southport BKAH

BKNV Naval Facility, Cape Hatteras, Buxton BPFL New Hanover County Airport, Wilmington

BKFL North Carolina Air National Guard, Charlotte

BLFL Pope AFB, Fayetteville

Seymour Johnson AFB, Goldsboro BMFL U.S. Property/Fiscal Office, Raleigh BKAJ BKAP Wilmington Engineer District, Wilmington

NORTH DAKOTA

JSAS	Camp Grafton, Devils Lake
JSFX	Finley Air Force Station, Finley
JTFL	Grand Forks AFB, Grand Forks
JUFL	Minot AFB, Minot
JSFL	North Dakota Air National Guard, Fargo
JSFB	USAF Regional Hospital, Minot
JSAJ	U.S. Property/Fiscal Office, Bismarck
JSAJ	U.S. Property/Fiscal Office, Bismarck

OHIO

(,	
BLOC	DISTRICT/UNIT
ELFV	Aeronautical Systems Divn., W-P AFB, Fairborn
EJFC	Air Force Plant Representative, Columbus
EIFC	Air Force Plant Representative, Cincinnati
EOFL	Akron-Canton Airport, North Canton
EJAC	Army Aviation Support Facility, Greensburg
EIAJ	Army Aviation Support Facility, Worthington
EKAJ	Camp Perry, Port Clinton
EIAQ	Camp Perry Training Site, Port Clinton
EISQ	Defense Construction Supply Center, Columbus
ELSK	Defense Contract Administration, Cleveland
EKSK	Defense Contract Administration, Dayton
EISK	Defense Contract Administration Region,
	Cleveland
EJSQ	Defense Electronics Supply Center, Dayton
EIAC	Lima Army Tank Plant, Lima
EJAP	Marietta Repair Station, Marietta
EIUV	NASA Lewis Research Center, Cleveland
EIAZ	National Matches Support Detachment, Port
	Clinton
EINC	Naval Plant Representative, Akron
EINK	Navy Finance Center, Cleveland
EIFS	Newark Air Force Station, Newark
EPFL	Ohio Air National Guard, Springfield
EMFL	Ohio Air National Guard, Mansfield
EKFL	Ohio Air National Guard, Columbus
EQFL	Ohio Air National Guard, Swanton
EIAP	Ohio River Engineer Division, Cincinnati
EIAV	Ohio River Engineer Division Lab, Cincinnati
EJFL	Port Columbus Airport, Columbus
EIAM	Ravenna Army Ammunition Plant, Ravenna
EINF	Resident Inspection Office, Toledo
ENFL	Rickenbacker Air National Guard Base, Columbus
EIAT	Ohio Army National Guard, Newton Falls
EKAJ	Unit Training Equipment Site #2, Camp Perry
EIAJ	U.S. Property/Fiscal Office, Worthington
EJAJ	U.S. Property/Fiscal Office, Newark
ELFL	Wright-Patterson AFB, Fairborn
ERFL	Youngstown Municipal Airport, Youngstown
EIPK	9th Coast Guard District, Cleveland
OKLAHOMA	
HOFL	Altus AFB, Altus
HOUV	FAA Center, Oklahoma City
HOUA	Federal Prison Industries (UNICOR), El Reno
HOAT	Fort Sill, Lawton
HOAM	McAlester Army Ammunition Plant, McAlester
HQFL	Oklahoma Air National Guard, Oklahoma City
HRFL	Oklahoma Air National Guard, Tulsa
HOFQ	Tinker AFB, Midwest City

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BLOC	DISTRICT/UNIT
11030	mulas Duninsan District Mulas
HOAP	Tulsa Engineer District, Tulsa
HPAJ	U.S. Property/Fiscal Office, Oklahoma City
HOAJ	U.S. Property/Fiscal Office, Norman
HPFL	Vance AFB, Enid
OREGON	
LAPS	Coast Guard Base, Astoria
LAFX	Mount Hebo Air Force Station, Hebo
LCFL	Oregon Air National Guard, Portland
LBFL	Pendleton Municipal Airport, Pendleton
LAAP	Portland Engineer District, Portland
LAFS	Roberts Field, Redmond
LAAQ	Umatilla Army Depot Activity, Hermiston
LBAJ	U.S. Property/Fiscal Office, Salem
LAAJ	U.S. Property/Fiscal Office, Clackamus
LCAJ	U.S. Property/Fiscal Office, Seaside
PENNSYLVANIA	
DMFC	Air Force Representative, Philadelphia
DNAC	Army Plant Representative, Boeing Vertol,
DIVIIC	Philadelphia
DMAC	Carlisle Barracks, Carlisle
DMSK	Defense Contract Administration, Philadelphia
DNSK	Defense Contract Administration, Pittsburgh
DOSK	Defense Contract Administration, Reading
DPSK	Defense Contract Administration Region, Philadelphia
DMSQ	Defense Depot, Mechanicsburg
DNBU	Defense Mapping Agency, Philadelphia
DMSC	Defense Personnel Support Center, Philadelphia
DMUA	Federal Prison Industries (UNICOR), Lewisburg
DNUA	Federal Prison Industries (UNICOR), Montgomery
DNAT	Fort Indiantown Gap, Indiantown Gap
DMAP	Fort Miffin Engineer Reservation, Philadelphia
DNFS	General Spaatz Field, Reading
DMUQ	General Services Administration, Philadelphia
DMFL	Greater Pittsburg Int'l Airport, Pittsburg
DNAM	Hays Army Ammunition Plant, Pittsburg
DMAO	Letterkenny Army Depot, Chambersburg
~	Naval Air Development Center, Warminster
DMNV	<u>=</u>
DMNL	Naval Air Station, Willow Grove
DNNQ	Naval Publications and Forms Center, Philadelphia
DMNB	Naval Regional Medical Center, Philadelphia
DMNC	Naval Support Activity, Philadelphia
DNAQ	New Cumberland Army Depot, New Cumberland
DNFL	Pennsylvania Air National Guard, Pittsburg
	Pennsylvania Air National Guard, Fittsburg Pennsylvania Air National Guard, Willow Grove
DQFL	
DOFL	Pennsylvania Air National Guard, Middletown

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BLOC	DISTRICT/UNIT
DMNF	Philadelphia Naval Shipyard, Philadelphia
DNAP	Pittsburg Engineer District, Pittsburg
DMNV	Pittsburg Naval Reactors Office, West Mifflin
DPAM	Scranton Army Ammunition Plant, Scranton
DMNQ	Ships Parts Control Center, Mechanicsburg
DOAQ	Tobyhanna Army Depot, Tobyhanna
DMAC	U.S. Army Support Element, Oakdale
DOAM	U.S. Army Support Element, Pittsburg
DMAJ	U.S. Property/Fiscal Office, Indiantown Gap
DPFL	Williamsport-Lycoming County Airport,
	Montoursville
DRFL	Willow Grove Air Reserve, Willow Grove

RHODE ISLAND

ALAF	Area Maintenance Support Activity, Lincoln
ALNP	Naval Construction Battalion Center, Davisville
ALNT	Naval Education and Training Center, Newport
ALNV	Newport Laboratory, Newport
ALFL	Rhode Island Air National Guard, North Kingston
ALAJ	U.S. Property/Fiscal Office, Providence

SOUTH CAROLINA

CAFL	Charleston AFB, Charleston
CAAP	Charleston Engineer District, Charleston
CANF	Charleston Naval Shipyard, Charleston
CAAQ	Charleston Storage Activity, Charleston
CAPS	Coast Guard Base, Charleston
CAAT	Fort Jackson, Columbia
CAML	Marine Corps Air Station, Beaufort
CAMT	Marine Corps Recruit Depot, Parris Island
CCFL	Myrtle Beach AFB, Myrtle Beach
CAML	Naval Hospital, Beaufort
CANQ	Naval Supply Center, Charleston
CANM	Naval Weapons Station, Charleston
CBNM	Polaris Missle Facility, Charleston
CEFL	Shaw AFB, Sumter
CAAH	South Atlantic Output, North Charleston
CBFL	South Carolina Air National Guard, Eastover
CBNF	Supervisor of Shipbuilding, Charleston
CAAJ	U.S. Property/Fiscal Office, Columbia

SOUTH DAKOTA

JVFL	Ellsworth AFB, Rapid City
JWFL	South Dakota Air National Guard, Sioux Falls
JWAJ	U.S. Property/Fiscal Office, Rapid City
JVAJ	U.S. Property/Fiscal Office, Mitchell

BLOC DISTRICT/UNIT

TENNESSEE

FDFV	Arnold Engineering Development Center, Tullahoma
FDSO	Defense Depot, Memphis
FDUA	Federal Prison Industries (UNICOR), Memphis
FDAM	Holston Army Ammunition Plant, Kingsport
FDAP	Memphis Engineer District, Memphis
FEAM	Milan Army Ammunition Plant, Milan
FEAP	Nashville Engineer District, Nashville
FDNT	Naval Air Station Memphis, Millington
FDNB	Naval Regional Medical Center, Millington
FFFL	Tennessee Air National Guard, Nashville
FEFL	Tennessee Air National Guard, Memphis
FDFL	Tennessee Air National Guard, Knoxville
FDAJ	U.S. Property/Fiscal Office, Nashville
FFAM	Volunteer Army Ammunition Plant, Tyner
TEXAS	
HBFC	Air Force Plant Representative, Fort Worth
HAAH	Beaumont Detachment, Gulf Output, Beaumont
HCFL	Bergstrom AFB, Austin
HLFL	Brooks AFB, San Antonio
HBAH	Brownsville Port, Brownsville
HASQ	Bureau of Mines, Amarillo
HCAQ	Camp Stanley Storage Activity, San Antonio
HGFL	Carswell AFB, Fort Worth
HAPL	Coast Guard Air Station, Corpus Christi
HBPL	Coast Guard Air Station, Houston (Ellington AFB)
HBPS	Coast Guard Base, Corpus Christi
HAPS	Coast Guard Base, Galveston
HAAQ	Corpus Christi Army Depot, Corpus Christi
HDSK	Defense Contract Administration, Dallas
HBSK	Defense Contract Administration, San Antonio
HASK	Defense Contract Administration Region, Dallas
HCSQ	Defense Fuel Region, Houston
HBFK	Directorate of Energy Mgmt., Kelly AFB, San
	Antonio
HBFL	Dyess AFB, Abilene,
HIFL	Ellington AFB, Houston
HFFL	El Paso International Airport, El Paso
HBUA	Federal Prison Industries (UNICOR), Big Spring
HCUA	Federal Prison Industries (UNICOR), Seagoville
HAUA	Federal Prison Industries (UNICOR), Texarkana
HAAE	Fort Bliss, El Paso
HBAT	Fort Hood, Killeen
HEAK	Fort Sam Houston, San Antonio
HCAK	Fort Worth Engineer District, Fort Worth
HDAH	Freeport Port, Freeport
HDAK	Galveston Engineer District, Galveston
HEAH	Galveston Wharves, Galveston

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BLOC	DISTRICT/UNIT
	·
HAUQ	General Services Administration, Fort Worth
HKFL	Goodfellow AFB, San Angelo
HAFC	Joint Personal Property Shipping Office, San
	Antonio
HAFQ	Kelly AFB San Antonio
HAFK	Lackland AFB, San Antonio
HEFL	Laughlin AFB, Del Rio
HAUC	Lockheed, Austin Divn., Austin
HBAM	Lone Start Army Ammunition Plant, Texarkana
HAAM	Longhorn Army Ammunition Plant, Karnack
HAUV	NASA Johnson Space Center, Houston
HANT	Naval Air Station, Beeville
HBNT	Naval Air Station, Corpus Christi
HBNL	Naval Air Station, Dallas
HCNT	Naval Air Station, Kingsville
HANF	Naval and Marine Corps Reserve Center, Orange
HANC	Naval Plant Representative, Dallas
HANB	Naval Regional Medical Center, Corpus Christi
HAAT	North Forth Hood, Gatesville
HAAH	Orange County Navigation District, Orange
HDAT	Port Arthur Port, Port Arthur
HCAH	Port of Corpus Christi, Corpus Christi
HFAH	Port of Houston Authority, Houston
HMFL	Randolph AFB, San Antonio
HBAQ	Red River Army Depot, Hooks
HJFL	Reese AFB, Lubbock
HBFQ	San Antonio Air Force Station, San Antonio
HNFL	Sheppard AFB, Wichita Falls
HBAK	Southwestern Engineer Division, Dallas
HHFL	Texas Air National Guard, Dallas
HEFY	Texas Air National Guard, San Antonio
HBFY	Texas Air National Guard, Houston
HCFY	Texas Air National Guard, La Porte
HDFL	Texas Air National Guard, Nederland
HDUA	UNICOR Sign Factory, Fort Worth
HBAC	U.S. Army Bell Plant Activity, Amarillo
HAAC	U.S. Army Bell Plant Activity, Fort Worth
HAAJ	U.S. Property/Fiscal Office, Austin
HCAJ	U.S. Property/Fiscal Office, Gatesville
HBAJ	U.S. Property/Fiscal Office, Fort Worth
HAFX	630th. Radar Squadron, Andrew
HBFX	630th. Radar Squadron, Oiltown
	<u>.</u> ,

BGUA

BHNT BHAT

BGAP

BGAQ

BHAQ

BLOC	DISTRICT/UNIT
UTAH	
KAFC	Air Force Representative, Brigham City
KASK	Defense Contract Administration, Salt Lake City
KASQ	Defense Depot, Ogden
KABU	Defense Mapping Agency, Clearfield
KAAV	Dugway Proviong Grounds, Dugway
KAFQ	Hill AFB, Ogden
KANC	Naval Plant Representative, Magna Ogden ALC Hardness Test Center, West Warren
KAFQ	Tooele Army Depot, Tooele
KBAQ KAAQ	Tooele Army Depot, Rail Shops, Tooele
KCAQ	Tooele Army Depot, South Depot, Tooele
KAAC	U.S. Army Support Detacement, Fort Douglas, Salt
10110	Lake City
KAAJ	U.S. Property/Fiscal Office, Salt Lake City
KAFL	Utah Air National Guard, Salt Lake City
KAFE	Utah Test And Training Range, Lakeside
VERMONT	
DAAJ	U.S. Property/Fiscal Office, Winooski
DAFL	Vermont All National Guard, Burlington
VIRGINIA	
BGAK	Arlington Hall Station, Arlington
BGDT	Armed Forces Staff College, Norfolk
BISC	Atlantic Research Corporation, Gainesville
BEAK	Cameron Station, Alexandria
BHFX	Army General Staff, Cape Charles
BHNQ	Cheatham Annex, NSC Norfolk, Williamsburg
BGPS	Coast Guard Station, Alexandria
BGPC	Coast Guard Support Center, Portsmouth
BGPY	Coast Guard Reserve Training Center, Yorktown
BGAC	Consolidated Personal Prop. Shipping Office,
Dana	Alexandria
BGFC	Consolidated Personal Prop. Shipping Office,
DCNC	Hampton Consolidated Personal Prop. Chinning Office, NCC
BGNC	Consolidated Personal Prop. Shipping Office, NSC Norfolk
BGNQ	Craney Island Fuel Division, NSC Norfolk
DGMÄ	Portsmouth
BGFL	Danville Municipal Airport, Danville
BJSQ	Defense General Supply Center, Richmond
ひいりん	Detende denetat suppry center, Atchilona

Federal Prison Industries (UNICOR), Petersburg

Fleet Combat Training Center, Virginia Beach

Fort A.P. Hill, Bowling Green

Fort Belvoir, Newington

Fort Lee, Petersburg

Fort Eustis, Newport News

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BLOC	DISTRICT/UNIT
BIAT	Fort Monroe, Hampton
BGAS	Fort Myer, Arlington
BGAT	Fort Pickett, Blackstone
BJAT	Fort Story, Virginia Beach
BJSC	Goodyear Tire and Rubber, Danville
BEMK	HQ Battalion, Headquarters USMC, Arlington
BFMK	Headquarters USMC, Arlington
BHSC	IBM Corporation, Manassas
BHFL	Langley AFB, Hampton
BGML	Marine Corps Air Facility, Quantico
BGML	Marine Corps Development Command, Quantico
BGUV	Goddard Space Flight Center, Wallops Island
BHNL	Naval Air Station, Norfolk
BGNL	Naval Air Station, Virginia Beach
BGNT	Naval Amphibious Base, Little Creek
BGNP	Naval Electronics Systems Eng. Ctr., Portsmouth
BGNP	Naval Hospital, Portsmouth
BHNC	Naval Material Transportation Office, Norfolk
BHNV	Naval Ordnance Test Facility, Ft. Monroe
	Hampton
BHNP	Naval Sea Systems Command, Arlington
BGNV	Naval Surface Weapons Center, Dahlgren
BHNM	Naval Weapons Station, Yorktown
BHNZ	NAVMTO Service Agent, Virginia Beach
BHAP	Norfolk Engineer District, Norfolk
BHNF	Norfolk Naval Shipyard, Portsmouth
BINQ	Nuclear Weapons Supply Dept., NSC Norfolk
BGAM	Radford Army Ammunition Plant, Radfordf
BINQ	Receiving Office, NSC Norfolk
BGSC	Sperry Marine System, Charlottesville
BGNM	St Juliens Creek Annex, Norfolk Naval Shipyard,
D 011-	Portsmouth
BGNF	Supervisor of Shipbuilding, Newport News
BINF	Supervisor of Shipbuilding, Portsmouth
BGAV	U.S. Army Foreign Service/Technology Ctr.,
	Charlottesville
BJAJ	U.S. Property/Fiscal Office, Sandston
BHAJ	U.S. Property/Fiscal Office, Richmond
BGAJ	U.S. Property/Fiscal Office, Blackstone
BIAJ	U.S. Property/Fiscal Office (Depot) Richmond
BHAK	Vint Hills Farms Station, Warrenton
BIFL	Virginia Air National Guard, Sandston
BGPK	5th Coast Guard District, Portsmouth

BLOC DISTRICT/UNIT

WASHINGTON

JEFC	Air Force Plant Representative, Seattle
JEPL	Coast Guard Air Station, Port Angeles
JEPC	Coast Guard Support Center, Seattle
JESK	Defense Contract Administration, Seattle
JDSK	Defense Subsistence Office, Seattle
JEKF	Det. 35, HQ San Antonio ALC/SFQP, Mukliteon
JGFL	Fairchild AFB, Spokane
JEAT	Fort Lawton, Seattle
JFAT	Fort Lewis, Tacoma
JEUQ	General Services Administration, Auburn
JFFX	Makah Air Force Station, Neah Bay
JIFL	McChord AFB, Tacoma
JENL	Naval Air Station, Whidbey Island, Oak Harbor
JENY	Naval Radio Station, Jim Creek, Oso
JENQ	Naval Submarine Base, Bangor
JFNQ	Naval Station, Seattle
JENQ	Naval Supply Center, Puget Sound, Bremerton
JENM	Naval Undersea Warfare Eng. Station, Keyport
JEAH	Pacific Northwest Outport, Seattle
JENF	Puget Sound Naval Shipyard, Bremerton
JEFL	Renton Municipal Airport, Renton
JFFL	Seattle-Tacoma International Airport, Seattle
JFNM	Strategic Weapons Facility, Bremerton
JFNF	Supervisor of Shipbuilding, Seattle
JINF	Trident Refit Facility, Bremerton
JEFQ	USAF Water Port Logistics Office, Seattle
JEAJ	U.S. Property/Fiscal Office, Tacoma
JEAP	Walla Walla Engineer District, Walla Walla
JJFL	Walla Walla Municipal Airport, Walla Walla
JHFL	Washington Air National Guard, Spokane
JFAJ	Washington Air National Guard, Yakima
JEAE	Yakima Firing Center, Yakima
JEPK	Thirteenth Coast Guard District, Seattle

WEST VIRGINIA

BQAS	Camp Dawson, Kingwood
BQUA	Federal Prison Industries (UNICOR), Morgantown
BQAP	Huntington Engineer District, Huntington
BQNY	Naval Radio Station, Brandywine
BQAJ	U.S. Property/Fiscal Office, Buckhannon
BTAJ	U.S. Property/Fiscal, Point Pleasant
BQFL	West Virginia Air National Guard, Charleston
BRFL	West Virginia Air National Guard, Martinsburg
BSFL	Wheeling-Ohio County Airport, Wheeling

BLOC	DISTRICT/U	JNIT

WYOMING

JZFQ	Detachment 459, Boulder
JQFE	Francis Warren AFB, Cheyenne
JRAJ	U.S. Property/Fiscal, Cheyenne
JQAJ	U.S. Property/Fiscal Office, Guernsey
JQFL	Wyoming Air National Guard, Cheyenne

WISCONSIN

GEAM	Badger Army Ammunition Plant, Baraboo
GEPS	Coast Guard Base, Milwaukee
GESK	Defense Contract Administration, Milwaukee
GEUA	Federal Prison Industries (UNICOR), Oxford
GEAS	Fort McCoy, Sparta
GEAP	Fort River Project Office, Kaukauna
GGFL	General Billy Mitchell Field, Milwaukee
GEAT	Kewaunee Project Office, Kewaunee
GENF	Supervisor of Shipbuilding, Sturgeon Bay
GEAJ	U.S. Property/Fiscal Office, Camp Douglas
GHFL	Wisconsin Air National Guard, Milwaukee
GFFL	Wisconsin Air National Guard, Madison
GEFL	Wisconsin Air National Guard, Camp Douglas
GEAC	84th. Division (Training), Milwaukee

SPAIN

UOPY Coast Guard Loran Station, Estartit

PUERTO RICO

ORPS	U.S.	Coast	Guard	Base,	, San Jua	an
ORPL	U.S.	Coast	Guard	Air S	Station.	Aquadill

GERMANY

WAPY Coast Guard Loran Station, Sylt

GREENLAND

YQPY Coast Guard Loran Station, Angissog

GUAM

PBPS U.S. Coast Guard Section, Guam

HAWAIIAN ISLAND

MLPS	Coast Guard B	ase, Hono	lulu	
MLPK	Fourteenth Co.	ast Guard	District,	Honolulu

BLOC DISTRICT/UNIT

ICELAND

YSNL Naval Station, Keflavik (USCG LORAN C DETAIL)

ITALY

UEPY Coast Guard Loran Station, Lampedusa
UCPY Coast Guard Loran Station, Sellia Marina

JOHNSTON ATOLL

PCPS Coast Guard Loran Station, Johnston Islands

KWAJALEIN

PFPS Coast Guard Loran Station

ENGLAND

YBPC Coast Guard Activities Europe, London

TRANSPORTATION CONTROL AND MOVEMENT DOCUMENT (TCMD) PREPARATION

A. Procedures. The attached Exhibit A is extracted from the Military Standard Transportation and Movement Procedures (MILSTAMP) (DOD 4500.32-R), Volume I, NSN 0526-LP-450-0020. While it will provide guidance on the preparation of a TCMD, it isn't all inclusive. Anyone using the Military Airlift Command (MAC) or Military Sealift Command (MSC) system on a regular basis should order the above publication plus MILSTAMP Transportation Account Codes (TACs), Volume II, NSN 0526-LP-450-0050.

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Appendix D

TRANSPORTATION CONTROL AND MOVEMENT DOCUMENT/DATA PREPARATION

- 1. This appendix contains TCMD preparation instructions for the various types of shipments in the DTS. The basic requirements for preparation of the TCMD are detailed in chapter 2, paragraph B.2. The required TCMD entries for the various types of shipments are determined by referring to the decision table in figure D-1. Instructions for obtaining, selecting, and/or constructing the various data entries on TCMDs are detailed in the explanatory notes of figures D-2 through D-18 and in other sections of MILSTAMP, principally chapter 2, paragraph B.1.b. While all of the formats contain the same basic information about a shipment, the automated format is used whenever both the preparing and receiving activities are able to prepare, transmit, and receive automated data.
 - 2. Certain rules apply to all TCMD entries.
- a. Unless otherwise stated in figures D-2 through D-18, all data fields are filled, by using zeros if necessary.
- b. All quantities are stated in whole numbers. Fractions or decimals are rounded to the next higher whole number.
- c. If obtaining exact information will delay transmission of advance TCMDs beyond the time requirements listed in chapter 2, figures 2-B-3 and 2-B-5, estimated weight and cube may be used for personal property shipments and shipments from vendors. Whenever using estimated weight or cube, enter "EEEE" in block 22/column 44a (rp 68-71) instead of the number of pieces.
- d. Data entries are compiled in numeric/alphabetic order using the third position of the document identifier for each shipment unit.
- (1) For single shipment units, trailer data entries (T_5 through T_9) immediately follow the prime data entry T_0/1 through T_4 to which they apply.
- (2) For consolidated shipments, the prime data entries (T_4 with related trailer data entries (T_5 through T_9) immediately follow the consolidation container prime data entries (T_2/T_3) and related data (T_9).

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- 3. Certain types of shipments are exceptions to the normal TCMD preparation rules or have other special requirements.
- a. Detached component parts moving with a vehicle are documented on a TCMD as a separate shipment unit by use of the split shipment indicator.
- b. SEAVAN shipments moving to a WPOE under terms of the MSC Container Agreement and Rate Guide, and not on a GBL or CBL, require an additional TCMD prepared as detailed in figure D-5. In addition to the entries shown in figure D-5, the van number and seal number prefixed by "VN" and "SN" respectively, are entered in block 21 of the additional DD Form 1384 (TCMD). In accordance with Title 49, CFR (reference)
- (m), when hazardous and nonhazardous material are listed on these SEAVAN TCMDs, the hazardous material content records, i.e., T_4 records with hazardous water commodity codes and their accompanying T_6 , T_7 , and T_9 records must be listed first.
- c. Some shipments of DoD logistics material destined to Turkey require prior clearance from the Turkish General Staff (TGS). Shippers contact the TGS prior to shipping arms, ammunition, generators (60KW and above), vehicles, and nonregistered equipment and supplies consigned to U.S. Forces in Turkey. Turkish Defense Affairs (TDA) numbers for assets listed in categories 3.c.(2) through (5) below, consigned to the 528th U.S. Army Artillery Group, Cakmakli, Turkey and U.S. Army Field Station, Sinop, Turkey must be obtained from those units prior to shipment (see paragraph 3.c.(1) below). The TGS assigns a TDA Number to each shipment cleared for import into Turkey. The TDA number (preceded by "TDA") is included as trailer data (DI T_9) on the TCMD prior to releasing the shipment for movement to the POE. Shippers obtain the TDA number by submitting one of the messages illustrated below.
 - (1) Message addressees are: CDR 528TH USAAG CAKMAKLI TU//AESE-T-D// CDR USAFLDSTA SINOP TU//IAEN-LG//

Information copies of such messages will also be addressed to:

CHJUSMMAT ANKARA TU//TDAI//

(2) Arms or ammunition:

TO: 39 TACG INCIRLIK TU/LGSCA (for arms)

3 Exhibit A

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39 TACG INCIRLIK TU/MAEK (for ammunition)

INFO: HQ TUSLOG ANKARA AS TU/LGS
JUSMMAT ANKARA AS TU/TDAI

UNCLAS

SUBJECT: (WEAPONS) or (MUNITIONS)

- 1. Request TGS approval be provided for the following:
 - A. Action Requested: (import, export, transfer)
 - B. Origin:
 - C. Destination:
 - D. Transfer Point within Turkey:1
 - E. DoDIC:
- F. Nomenclature: (use complete nomenclature found in appropriate technical orders or supply manuals)
 - G. Quantity: (rounds/each individual item)
 - H. TGS authorized quantity:1
 - I. Current quantity on hand:1
- J. Previous requests approved by TGS, but not yet received: (for same type weapon/munition, indicate TDA number and quantity)1
- K. Previous request pending TGS approval: (indicate date time group of the message) 1
 - L. Mode of Transportation:
 - (3) Generators:

TO: HQ TUSLOG ANKARA AS TU/LGT//
INFO: JUSMMAT ANKARA AS TU/TDAI//

UNCLAS

SUBJECT: USCCOT 25 CARGO CLEARANCE GENERATORS

1. Request authorization to import/export/move the following generator(s).

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4 Exhibit A

Information for items D,H,I,J and K is provided by the in country organization.

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Generator serial number, model number brand/manufacturers name, fixed, mobile or power rating
A. The generator(s) will be imported/exported/moved from to B. The port of (entry/exit) will be: (location) C. Mode of Transportation: D. Estimated date of (entry/exit):2 E. Reason for import/export/move: (provide clear text rationale which conveys the purpose. Reason such as "In accordance with approved project(s)" is unacceptable.)
2. Point of contact for (requesting office) is (name and DSN number).
<pre>(4) Vehicles: TO: HQ TUSLOG ANKARA AS TU/LGT// INFO: JUSMMAT ANKARA AS TU/TDAI//</pre>
UNCLAS
SUBJECT: U.S. GOVERNMENT VEHICLES
1. Request TGS approval for the following shipment of vehicle(s):
A. Action Requested: (import, export, or transfer) B. Origin: C. Destination within Turkey: D. Transfer point within Turkey:2 E. Type Vehicle: F. Weight: G. Registration Number: H. Transportation Control Number:2 I. Method/Mode of movement to CONUS POE:2 J. Approximate date of movement:2

into Turkey:2

K. Estimated date shipment will arrive at DoD Port of entry

2. Point of contact for (requesting office) is (name and AUTOVON number.).

D-4

² Information for items D,H,I,J, and K is provided by the in country organization.

(5) Nonregistered equipment/supplies, i.e., analyzers (spectrum), antennas, computers, demodulators, demultiplexers, plotters, receivers, records, synchronizers, timing systems, tuners, and visicorders requiring a clearance:

> TO: TUSLOG ANKARA AS TU/LGS// INFO: JUSMMAT ANKARA AS TU/TDAI//

- d. QUICKTRANS shipments may be documented on a DD Form 1384, a DD Form 1348-1, or other document with all required TCMD data entries. Instructions for adding QUICKTRANS information to DD Form 1384 and DD Form 1348-1 are detailed in figure D-17. CONUS export shipments moving to the POE by QUICKTRANS must still be documented, cleared, and processed as outlined throughout MILSTAMP; the QUICKTRANS documentation is in addition to the normal DTS documentation.
- e. LOGAIR shipments are documented on a TCMD, in either manual or automated formats. The TCMD is prepared in the same manner as for $% \left(1\right) =\left(1\right) \left(1\right)$ other shipment methods. For shipments wholly within CONUS, the aerial port codes of the origin and destination LOGAIR terminals are entered as the POE and POD respectively. CONUS export shipments moving to the POE by LOGAIR must still be documented, cleared (with both the LOGAIR and Sponsoring Service ACAs), and processed as outlined throughout MILSTAMP; the POE and POD indicated are those for the overseas movement, not the LOGAIR segment.
- 4. The documentation for consolidated shipments detailed in this appendix results in document integrity throughout the consolidation. When single consolidations occur, the consolidation container (e.g., SEAVAN) is tied to the individual shipment unit by the entries in block 2/column 33 (rp 4-8). When double consolidations occur, the major consolidation container (e.g., SEAVAN) is tied to the secondary consolidation container (e.g., multiwall) by the entries in block 2/column 33 (rp 4-8). In turn, the secondary consolidation container (i.e., multiwall) is tied to the individual shipment unit by the entries in block 3/column 34 (rp 9-14).
- 5. The procedures for preparing an advance TCMD in Electrically Transmitted Message (ETM) format are detailed in figure D-18.

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If the shipment is:

Decision Table for TCMD Preparation
Then a TCMD entry is prepared for every applicable category (listed in Column A) by following the instruction in each figure listed for the various Document Identifiers in Column B.

		+								
		: : :T_0/1:	т 2	: T_3 :	т 4	т 5 :	т 6	: T 7	: T 8	: T 9
1.	A single shipment unit and: a. Not in a consolidation container.	: D-2 :		: :	: :	: :	:	: :	:	:
	b. In any consolidation container including SEAVAN/MILVAN/RORO/	: : :		: :	: D-7		:	: :	:	:
	c. Outsized.	: :		:	:	: D-8 :	:	:	:	:
	<pre>d. Hazardous material (HM): (1) Ammunition or explosives</pre>	: :		: +						
	(2) All other HM	: ::+			+	++	+	+	+	+
		:				+	+	+	+	+
		:+			+	+	+	+	+	+
	(1) Consigned to a civil address(2) Unaccompanied baggage belonging to TDY USAF personnel.	:+		: ++ :		+	+	+	+	+
2.	Made through the Armed Forces Courier			+	+		+	+	+	+
3		:+				+	+	+	+	+
4.	A SEAVAN/MILVAN (containing cargo). a. And with stop-offs enroute		D-5	+ : :	: :	:	:	:	:	:D-13
				++ : :	: :	: :	:	:	:	:D-14
5.				+ : : D-6 :	: :	: :	:	:	:	:
5.	An empty SEAVAN/MILVAN/CONEX	:+ : D-2 :		:	: :	:	:	:	:	:D-13
6. 7.	Anything requiring additional information not listed above.	:+		: :	:	: :	:	:	:	: :D-12
8.	Moving by QUICKTRANS.	:D-15 :		:	: :	:	:	:	:	:

Figure D-1

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Prime Data TCMD Entries for Single Shipment Units (DI $T_0/1$) (including empty SEAVAN/MILVAN/CONEX)

Prime Data	DD Form	
<u>rp</u>	Block	<u>Procedure</u>
1-3	1	Enter three position code. The first position is always T. The second and third digits are selected from the list in appendix F, paragraph 2.b.(1).
4-8	2	Enter the trailer, van, or container number, if any, as explained in appendix F, paragraph 3. If none, leave blank. For air shipments, enter the FSC in rp 5-8. Leave rp 4 blank. For Army shippers, the Army ACA will provide FSC data to USTRANSCOM, as required.
9-14	3	Enter the DoDAAC of the consignor. The in-the-clear address may be added on the DD Form 1384.
15-19	4	Enter the applicable commodity code from appendix F, paragraph 4. For water, enter a five position code. For air, enter a two position code in rp 18-19. For short shelf-life items, enter one of the following codes in rp 15. "K" for GSA managed sealants/adhesives, "M" for medical items, or "X" for all other short shelf-life items.
20	5	For air, enter a code from appendix F, paragraph 5.
21-23	6	Enter the appropriate aerial or water port identifier code from appendix F, paragraphs 6. or 7.
24-25	7	Enter the appropriate aerial or water port identifier code from appendix F, paragraphs 6. or 7.
27	8	Enter the mode/method code from appendix F, paragraph 9., for movement from the origin to the POE.
28-29	9	Enter type pack code from appendix F, paragraph 10.
30-46	10	Enter the shipment unit TCN.

Figure D-2

77-80 24

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47-52	11	Enter DoDAAC of the consignee. The in-the-clear address may be added on the DD Form 1384. For personal property, identify the military activity responsible for receiving/processing the shipment at destination.		
53	12	Enter the transportation priority.		
54-56	13	Enter the RDD, if any. (See chapter 2, paragraph B.1.b.(3).)		
57-59	14	Enter the project code, if any. (See chapter 2, paragraph B.1.b.(4).)		
60-62	15	Enter the code for the date the shipment moved to the POE. (See appendix F, paragraph 11.)		
63	16	Enter the ETA code. (See appendix F, paragraph 12.)		
64-67	17	Enter the shipment unit TAC.		
68-71	22	Enter total number of pieces in shipment unit. (See chapter 2, paragraph B.1.b.(7) (d).) When shipping a Government vehicle, trailer, wheeled gun, or aircraft with BII, see Note 8, Figure D-8.		
72-76	23	Enter total weight of shipment unit. (See chapter 2, paragraph B.1.b.(7) (d).)		

Figure D-2 (Cont.)

paragraph B.1.b.(7) (d).)

Enter total cube of shipment unit. (See chapter 2,

D-8

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Prime Data TCMD Entries for Single Shipments by the Armed Forces Courier Service (ARFCOS)

Prime Data	DD Form	
<u>rp</u>	Block	Procedure
1-3	1	Enter TC1.
4-8	2	For air shipments, leave rp 4 blank and enter the FCS in rp 5-8.
9-14	3	Enter CTS plus the APOE air terminal identifier code.
15-17	4	Leave blank.
18-19	4	Enter the air commodity code. (See appendix F , paragraph 4.)
20	5	Enter a code selected from appendix F, paragraph 5.
21-23	6	Enter the APOE air terminal identifier code.
24-25	7	Enter the APOD air terminal identifier code.
27	8	Enter 9 if CTS and APOE are collocated; otherwise, enter X.
28-29	9	Enter type pack code. (See appendix F, paragraph 10.)
30-46	10	Enter the TCN. (See appendix C, paragraph 6.)
47-52	11	Enter CTS plus the APOD air terminal identifier code.
53	12	Enter the transportation priority.
54-56	13	Leave blank.
57-59	14	Leave blank.
60-62	15	Enter the GMT code for the date shipment released to the APOE. (See appendix F, paragraph 11.c.)

Figure D-3

D-9

	<i>2</i> 2 4500 1. I	32	
63		16	Enter the ETA code. (See appendix F, paragraph 12.)
64-	-67	17	Enter 0003.
68-	-71	22	Enter total pieces in shipment unit.
72-	-76	23	Enter total weight of shipment unit.
77-	-80	24	Enter total cube of shipment unit.
			Figure D-3 (Cont.)

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Trailer Data TCMD Entries for Outsized Dimensions (DI T 5)

Prime Data	DD Form	
<u>rp</u>	Block	Procedure
1-3	32	Enter a three position code. The first position is always T. The second position is always the same as the second position of the corresponding prime data entry. For shipments with outsize dimensions the third position is always five. For shipments of vehicles to Central and South America, TV5 entries are changed as shown in note.7
4-8	33	Enter the trailer, van or container number from the prime data entry.
9-14	34	For Government vehicles, trailers, wheeled/tracked guns, and aircraft, enter the model or abbreviated nomenclature. For all other items, leave blank.
15-19	35	For Government vehicles, trailers, wheeled/tracked guns, and aircraft, enter BII in rp 15-17 and the number of pieces of BII per vehicle in rp 18-19; e.g., BIIOO for no pieces, BIIO2 for two pieces, etc. For all other items, enter the commodity code from the prime data entry.
20	36a	Used for air shipments only. (See appendix F, paragraph 5.)
21-23	36b	Enter the POE identifier code from the prime data entry.

Figure D-8

9-14 34 Enter the model instead of the nomenclature.

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⁷ For shipments of vehicles to Central and South America, a TV9 trailer entry indicating the vehicle make and year in rp 54-79 (blocks 43 and 44) is required. In addition, the TV5 entries are changed as follows:

CH 2 DoD 4500.3 Vol. I	32-R	
24-26	37	Enter the POD identifier code from the prime data entry.
27	38	Enter the Mode/Method Code from the prime data entry.
28-29	39	Enter the Type Pack Code from the prime data entry.
30-46	40	Enter the TCN from the prime data entry.
47-52	41	Enter the consignee DoDAAC from the prime data entry.
53	42	Enter the Transportation Priority from the prime data entry.
54-59	43	Enter the length of the item, in inches, followed by the letter L. If less than five digits, left zero fill.
60-63		Enter the width, in inches, followed by the letter W. If less than three digits, left zero fill.
64-67		Enter the height, in inches, followed by the letter H. If less than three digits, left zero fill.
68-71	44	Enter the number of pieces to which the dimensions apply. If less than four digits, left zero fill. If greater than 9999, see chapter 2, paragraph B.1.b(7)(d). See note 8, below.

Figure D-8 (Cont.)

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⁸ For shipments of Government vehicles, trailers, wheeled/tracked guns, and aircraft, the TV5 entries are changed as follows:

^{66-80 44} For single vehicle shipment units, enter the serial number. For multiple vehicle shipments, leave blank.

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72-76 Enter weight of one piece. If less than five digits, left zero fill. If greater than 99, 999, see chapter

2, paragraph B.1.b.(7) (d).

77-80 Enter the cube of one piece. If less than four digits, left zero fill. If greater than 9999, see

chapter 2, paragraph B.1.b.(7) (d).

Figure D-8 (Cont.)

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14 Exhibit A

CH 2

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Vol. I

Trailer Data TCMD Entries for Ammunition Round count, Hazardous Material, Stock Number, and IMCO Classification (DI T_6)

Prime Data	DD Form	
<u>rp</u>	Block	Procedure
1-3	32	Enter a three position code. The first position is always T. The second position is the same as the second position of the prime data entry. For shipments of ammunition, explosives, and other hazardous materials, the third position is six.
4-8	33	Same as the prime data entry.
9-14	34	For hazardous materials other than ammunition, leave blank. For ammunition shipments, enter the total round count in the shipment unit. If the quantity exceeds 999,999, enter the number in thousands followed by the letter M. If the quantity exceeds 999,999, and is not shipped in units of 1,000, enter the number in units of thousands followed by an M and indicate the total round count in rp 54-79 (block 43/44) of an accompanying TE9 entry. In all cases, left zero fill the field.
15-19	35	Enter the code from the prime data entry. In addition, for air, enter the Loading and Storage (L/S) Group Code in rp 16-17. The L/S groups are defined in AFM 71-4, et al. Leave re 15 blank. (see note 2, figure D-5.)
20	36a	Used for air shipments only. (See appendix F, paragraph 5.)
21-23	36b	Same as the prime data entry.
24-26	37	Same as the prime data entry.
27	38	Same as the prime data entry.
28-29	39	Same as the prime data entry.

Figure D-9

D-25

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30-46	40	Same as the prime data entry.
47-52	41	Same as the prime data entry.
53	42	Same as the prime data entry.
54-66	43	Enter the National Stock Number (NSN). If the NSN is not known, enter NNSN in rp 54-57 and leave the balance of the field blank. When multiple line items are consolidated, enter the FSC in rp 54-57 and fill rp 58-66 with Xs.
67-70	44	For ammunition and explosives, enter the DoDIC. (See chapter 2, paragraph B.1.b.(15) (a) $\underline{5}$.) For other hazardous materials, enter the letters IMO.
71-72		Enter the two digit UN class and division number, including the decimal fraction from IMDGC, 49 CFR.
73		Leave blank.
74-75		Enter UN or NA.
76-79		Enter the four digit UN or NA identification number from the IMDGC, 49 CFR 172.102/2, or other source publication.
80		For ammunition and explosives, enter the compatibility group code from IMDGC or 49 CFR 172.102 (i.e., the letter following the IMDGC class and division number). For all other hazardous materials, leave blank.

Figure D-9 (Cont.)

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Trailer Data TCMD Entries for Net Explosive Weight (NEW) and Lot Number(s) (DI T 7)

Prime Data	DD Form 1384	
<u>rp</u>	Block	<u>Procedure</u>
1-3	32	Enter a three position code. The first position is always T. The second position is always the same as the second position of the prime data entry. The third position is seven.
4-8	33	Same as the prime data entry.
9-14	34	Enter the Net Explosive Weight (NEW) for Class A, B, and C explosives. If the shipment unit contains more than one lot.9
15-19	35	Same as the prime data entry (see note 2, figure D-5).
20	36a	Same as the prime data entry.
21-23	36b	Same as the prime data entry.
24-26	37	Same as the prime data entry.
27	38	Same as the prime data entry.
28-29	39	Same as the prime data entry.
30-46	40	Same as the prime data entry.
47-52	41	Same as the prime data entry.
		Figure D-10

⁹ If the shipment unit contains more than one lot, a separate TE7 is made for each lot. Each TE7 reflects the NEW, pieces, weight, and cube of the lot being described. If any single piece of a shipment unit (consolidation container, pallet, etc.), contains multiple lots, separate TE9 data is required for each lot.

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53 42	Same as the prime data entry.
54-67 43	Enter the lot number.10
1	Enter the number of pieces for this lot number. If greater than 9999, see chapter 2, paragraph B.1.b.(7) (d).
	Enter the weight for this lot number. If greater than 99,999, see chapter 2, paragraph B.1.b.(7) (d).
	Enter the cube for this lot number. If greater than 9999, see chapter 2, paragraph B.1.b.(7) (d).
	Figure D-10 (Cont.)

Figure D-10 (Cont.)

D-28

¹⁰ If the shipment unit contains more than one lot, separate TE7 is made for each lot. Each TE7 reflects the NEW, pieces, weight, and cube of the lot being described. If an single piece of a shipment unit (consolidation container, pallet, etc.), contains multiple lots, separate TE9 data is required for each lot.

CH 2

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Vol. I

Trailer Data TCMD Entries for Household Goods and Baggage Ownership Data (DI T_8)

Prime Data	DD Form	
<u>rp</u>	Block	Procedure
1-3	32	Enter a three position code. The first position is always T. The second position is always the same as the second position of the prime data entry. The third position is an eight.
4-8	33	Same as the prime data entry.
9-14	34	For household goods or baggage, enter the consignor DoDAAC. For POVs, enter the last two digits of the POV model year in rp 9-10 and the first four letters of the POV make in rp 11-14, e.g., CHEV, FORD, PLYM, etc.
15-19	35	Same as the prime data entry.
20	36a	Same as the prime data entry.
21-23	36b	Same as the prime data entry.
24-26	37	Same as the prime data entry.
27	38	Same as the prime data entry.
28-29	39	Same as the prime data entry.
30-46	40	Same as the prime data entry.
47-52	41	Same as the prime data entry.
53	42	Same as the prime data entry.
54-66	43	Enter personal property owner's last name.

Figure D-11

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 ()	 00112 = = 1.0 =	11101010

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67-68	Enter personal property owner's initials.
69-70	Enter the personal property owner's military or civilian grade code. (See appendix F, paragraph 13.)
71-80 44	For household goods and baggage:
71	Leave blank.
72-76	Activities outside CONUS enter net weight of DMP shipments to CONUS. CONUS activities, leave blank.
77-80 71-80 44	If ITGBL codes T, J or 5 enter HHG and baggage carrier SCAC. Otherwise leave blank. For POVs:
71	Leave blank.
72-76	Enter abbreviation for state issuing vehicle license plate. If none, enter NO.
73-77	Enter last five letters/numbers of license plate. If less than five, left zero fill.
78-80	Enter abbreviation for predominate vehicle color,

Figure D-11 (Cont.)

e.g., blk, blu, red, etc.

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Exhibit A

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Trailer Data TCMD Entries for General Miscellaneous Information not Otherwise Detailed (DI T_9)

Prime Data	DD Form 1384	
<u>rp</u>	Block	<u>Procedure</u>
1-3	32	Enter a three position code. The first position is always T. The second position is always the same as the second position of the prime data entry. The third position is always nine.
4-8	33	Same as the prime data entry.
9-14	34	Leave blank.
15-19	35	Same as the prime data entry.
20	36a	Same as the prime data entry.
21-23	36b	Same as the prime data entry.
24-26	37	Same as the prime data entry.
27	38	Same as the prime data entry.
28-29	39	Same as the prime data entry.
30-46	40	Same as the prime data entry.
47-52	41	Same as the prime data entry.
53	42	Same as the prime data entry.
54-79	43/44b	Using as many T_9 entries as necessary, enter the clear text data necessary for shipment, but not detailed in other data entries, e.g.,:

a. Further description of NOS type cargo codes.

Figure D-12

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- b. For shipments of liquor, the type (gin, rye, etc.), bottle size (pint, quart, etc.), and the number of bottles per case.
- c. For shipments of cigarettes, the number of cartons per case.
- d. For shipments between CONUS and Hawaii or Guam, the clear text NMFC or UFC description of the highest rated article in the shipment unit other than hazardous materials (see chapter 2, paragraph B.1.b.(10) (b)).
- e. The Turkish Defense Affairs (TDA) authorization number. (See appendix D, paragraph 3.c.)
- f. For classified shipments, container and seal numbers, if any.
- g. For personal property TGBL shipments, the same of the origin carrier and GBL number.
 - h. For SEAVANs or MILVANs containing more than 99 shipments, the total number of shipment units.
 - i. Any other pertinent information.
- 80 44c Enter a sequence number beginning with one for each T 9 entry.

Figure D-12 (Cont.)

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Trailer Data TCMD Entries For Additional Required Hazardous Material Information (DI T_9)

Prime Data	DD Form 1384	
<u>rp</u>	Block	Procedure
1-3	32	Enter a three position code. The first position is always T. The second position is always the same as the second position of the prime data entry. The third position is always nine.
4-8	33	Same as the prime data entry.
9-14	34	Leave blank.
15-19	35	Same as the prime data entry 1354(see note 2, figure D-5).
20	36a	Same as the prime data entry.
21-23	36b	Same as the prime data entry.
24-26	37	Same as the prime data entry.
27	38	Same as the prime data entry.
28-29	39	Same as the prime data entry.
30-46	40	Same as the prime data entry.
47-52	41	Same as the prime data entry.
53	42	Same as the prime data entry.
54	43-44b	Using as many T_9 entries as necessary, enter, in the order listed, the following clear next information:

a. The proper shipping name (without abbreviations) as listed in 49 CFR 172.101/2 IMDGC, AFR 71-4, et al. When the material is described by an NOS entry.

Figure D-15

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the technical name of the material must be included in parentheses immediately following the proper shipping name.

- b. The hazard class from 49 CFR or AFR 71-4 et al.
- c. The letters RQ, if appropriate, to indicate the quantity of hazardous material meets or exceeds the Reportable Quantity listed in 49 CFR etc.
- d. The total quantity (number of pieces, type pack, and weight or volume) of the material covered by the description. The actual number of pieces on a pallet or unitized load is reported with the type pack and total weight. For example, twelve 100-pound cylinders on a pallet are listed as 12 cyl 1200 lbs.
- e. The flash point for flammable liquids, in degrees Centigrade (C) or Fahrenheit (F). For example, CLOSED CUP FLASH POINT DEGREES C or F.
- f. Enter the classification, security risk category, and/or other transportation protection service requirements in accordance with appendix F, paragraph 4.c(4). These entries will be on separate T_9 records.
- g. If the hazardous material, including ammunition and explosives was originally packaged prior to 1 January 1988, the following statement is required:
 "THE HAZARDOUS MATERIAL DESCRIBED ON THIS SHIPPING DOCUMENT IS GOVERNMENT-OWNED FOR MILITARY USE AND WAS ORIGINALLY PACKAGED PRIOR TO 1 JANUARY 1988."
- h. If the shipment is hazardous including ammunition and explosives and subject to POP requirements but waivers in the form of Competent Authority Approval (CAA) (DOT approval to deviate) have been obtained, the CAA number must be entered.
- 80 44c Enter sequence number for each T 9 beginning with one.

Figure D-15 (cont.)

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Trailer TCMD Entries for Personal Property Address Information (DI T_9)

Prime Data	DD FORM 1384	
<u>rp</u>	Block	Procedures
1-3	32	Enter a three position code. The first position is always T. The second position is always the same as the second position of the prime data entry. The third position is always nine.
4-8	33	Same as the prime data entry.
9-14	34	Same as the prime data entry.
15-19	35	Same as the prime data entry.
20	36a	Same as the prime data entry.
21-23	36b	Same as the prime data entry.
24-26	37	Same as the prime data entry.
27	38	Same as the prime data entry.
28-29	39	Same as the prime data entry.
30-46	40	Same as the prime data entry.
47-52	41	Same as the prime data entry.
53	42	Same as the prime data entry.
55-79	43-44b	For personal property consigned to a civil address, use as many T_9 entries as necessary to enter the complete clear text address.

Figure D-16

For unaccompanied baggage of TDY USAF personnel, military and civilian, use the first T_9 entry to list the travel order number and the ADSN/fiscal station number from the DD Form 1610 (items 22 and 19 respectively). Additional T_9 entries are made to list the organization that issued the orders, including sufficient data to allow MAC/ACIA billing.

80 44c Enter the sequence number for each T_9 entry, beginning with the number one.

Figure D-16 (Cont.)

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26 Exhibit A

Modified Data Entries for Shipments Moving by QUICKTRANS

DD Form 1384	DD Form 1348-1	
Block	Block	Procedures.
1		Enter TX1.
2		Leave blank.
3	А	Enter the DoDAAC of the consignor.
4	Х	Enter the Air Commodity/Special Handling code. (See appendix F, paragraph 4.) If the special handling code is other than z, a completed DD Form 1387-2 is attached to the QUICKTRANS document.
5		Enter the Air Dimension code. (See appendix F, paragraph 5.) If code entered is D or Z, blocks 43-44 of the DD Form 1384 must be completed.
6	8	For CONUS export shipments, enter the MAC APOE. (See appendix F, paragraph 6.)
7		For CONUS export shipments, enter the MAC APOD. (See appendix F paragraph 6.)
8		Enter the Mode/Method code for movement to the APOE. (See appendix F, paragraph 9.)
9	2	Enter the Type Pack code. (See appendix F, paragraph 10.)
10	14	Enter the TCN. (See appendix C.)
11	В	Enter the DoDAAC of the consignee. For shipments to mobile units, DoDAACs beginning with R or V, located in CONUS, to commercial concerns, or with special pickup/delivery requirements, see block 21 instructions, below.

Figure D-17

c	ol. I		
	12		Enter the Transportation Priority. (See chapter 2, paragraph B.1.b. (2).)
	13	rp 62-64	<pre>Enter the RDD, if any. (See chapter 2, paragraph B.1.b.(3).)</pre>
	14	rp 57-59	Enter the Project Code, if any. (See chapter 2, paragraph B.1.b.(4).)
	15		Enter the code expected release date. (See appendix F, paragraph 11.)
	16		Enter code for ETA at APOE. (See appendix F, paragraph 12.)
	17	9	Enter the TAC from MILSTAMP, Volume II, or other source.
	21	В	Enter special routing instructions or additional addressees. For mobile units, enter the DoDAAC (N series) for the CONUS shore station receiving cargo for the mobile unit.
	22	5	Enter total pieces in shipment unit. For consolidated shipments, enter the total pieces, weight and cube in blocks FF and GG of DD Form 1348-1.
	23	3	Enter total weight of the shipment unit.
	24	6	Enter total cube of the shipment unit.
	25a	7	<pre>Enter QUICKTRANS APOE. (See appendix F, paragraph 6.)</pre>
	26a		<pre>Enter QUICKTRANS APOD. (See appendix F, paragraph 6.)</pre>
	31	CC	Enter the Navy Air Routing Order (NARO) number issued by the QUICKTRANS ACA.
	43-44	DD-EE	Enter the dimensions (LWH), in inches, of any piece which is outsized. Figure D-17 (Cont.)

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28 Exhibit A

First Position: Always "T"1

Second Position: Type of Shipment (or transaction)

- A Manifest Header (see paragraph 2.c, below, for third position)
- B Accompanied baggage
- C Armed Forces Courier Service (ARFCOS)
- D Intra-Service use only
- E Ammunition and explosives
- F Unaccompanied baggage
- G Mail from postal concentration centers
- H Household goods
- I Reserved
- J Hazardous materials (except ammunition and explosives or consumer commodities ORM-D)
- K Intransit data (not a TCMD or manifest document)
- L Dunnage and lashing gear
- M Tracer action (not a TCMD or manifest document)
- N Reserved
- O Reserved
- P Privately owned vehicles
- Q Reserved
- R Reserved
- S Shipment challenge (not a TCMD or manifest document)
- T Reserved
- U Equipment in sets or systems
- V Government vehicles, trailers, wheeled guns, and aircraft
- W Reserved
- X Shipments (including ORM-D) not otherwise covered above
- Y Reserved
- Z Reserved

The MILSTAMP Document Identifier with "R" in the first position is reserved for simulated mobilization exercises. No physical movement of materiel is required. The "R" is for simulation use only.

Third Position: Prime and Trailer Entry Identification Advance TCMD

Air Manifest Documents

Water Manifest Documents

PRIME DATA

- O J Prime document for RU shipment (including empty SEAVAN, CONEX etc.), not in a consolidation container.
- 2 B K Prime document (header) for loaded RORO, SEAVAN, MILVAN, or Air Pallet (463L).
- 3 C L Prime document (header for CONEX, Unitized Pallet Load, or other Consolidation Container containing multiple shipment units.
- 4 D M Prime document for shipment units consolidated in a container (CONEX, SEAVAN, MILVAN, 463L Pallet, RORO, or Unitized Pallet Load).

TRAILER DATA

- 5 $\,$ E $\,$ N $\,$ Trailer document for cargo with outsize dimensions.
- 6 F O Trailer document for identifying ammunition round count and coding data peculiar to ammunition, explosives, and other hazardous material.
- 7 G P Trailer Document for listing the Net Explosive Weight (NEW) and lot number of ammunition and explosives.
- 8 H Q Trailer document for listing personal property ownership information.

- 9 I R Trailer document for listing miscellaneous information both general and as specifically identified in appendix D.
- (2) When a TCMD must be corrected or canceled completely, a new TCMD is submitted using the original DI. If the needed correction is in the DI, two new TCMDs must be submitted, one with the old DI to cancel and one with the correct DI. In addition, depending on the TCMD format being used, the following entries are made:
 - (a) Automated Record:

Corrections. Add a 12-zone overpunch in rp 53 of the prime and trailer cards of each applicable shipment unit.

Cancellations. Add a zero-zone overpunch in rp 53 of the prime and trailer cards of each applicable shipment unit.

- (b) DD Form 1384, Manual TCMD. Corrections or Cancellations. Annotate "corrected copy" or "cancellation" (as appropriate) in the remarks section (block 31).
- (c) Electrically Transmitted Message (ETM). Corrections or cancellations. Add the word "correction" or "cancellation" (as appropriate) to the subject of the message, e.g., "MILSTAMP TCMD CORRECTION."
- c. Manifest Header DIs. When a TCMD is compiled into a manifest, the "header" entries are made using the following DIs:

Code	Description
TAA	Air manifest header
TAB	Air cargo pallet header
TAJ	Ocean Cargo Manifest Header

d. Shipment Tracing, Status, Diversion, Hold, and Disposition DIs. The first two positions of the DI for tracing, status, diversion, hold, and disposition documents are always "TM." The third position or the DI identifies the type of document as follows:

Code	Description
TM1	Request for transportation status
TM2	Shipment diversion authorization

Ί	M3	Shipment hold authorization
Ί	'MA	Transportation status (automated response)
Ί	MB	Diversion confirmation
Γ	MC	Shipment hold acknowledgment
Ί	MJ	Transportation status (abbreviated response)
Γ	MK	Diversion denial
Γ	ML	Shipment hold denial
Γ	MS	Disposition instructions
Γ	TMT	Disposition request

e. Intransit Data Card DIs. The first two positions of the DI for the submission of intransit data are always "TK." The third position of the DI identifies the activity preparing the document and type of data it contains. The DI is selected from the following list:

Code	<u>Description</u>
TK1	Prepared by initial LOGAIR or intra-theater airlift terminal showing hour/day shipment unit is received and forwarded.
TK2	Prepared by intermediate LOGAIR or intra-theater airlift terminal showing hour/day shipment unit is received and forwarded.
TK3	Prepared by final LOGAIR or intra-theater airlift terminal showing hour/day shipment unit is received and delivered to the CONUS consignee.
TK4	Prepared by shipping activities showing intransit data on GBL shipments within CONUS, QUICKTRANS shipments to domestic consignees, and overseas intra-theater and retrograde shipments.
TK6	Prepared by MAC APOD showing hour/day shipment unit is received at an APOD and forwarded to the ultimate consignee.
TK7	Prepared by HQ MAC/OCCA showing hour/day each export shipment unit is received/lifted from CONUS by MAC and MSC. The OCCA entries include the data of overseas vessel discharge.

TK8 Prepared only by Air Force consignees either when the TK4 is not received or when a shipment unit is

received by an overseas consignee.

3. Container and RORO Number Codes

Number of characters: Five

Type of characters: Numeric and alphanumeric

Data Location

TCMD - DD Form 1384 Block 2 and column 32 (except DI

T 3)

Block 3 and column 33 (DI T 3)

- Automated Record rp 4-8 (except DI T 3)

rp 9-14 (DI T 3)

Responsible Agency: CONEX/MILVAN - Department of Army

All others - DoD MILSTAMP System Administrator

- a. General. Container and RORO number codes are used to identify specific containers, unitized pallets, or RORO trailers. The number code is entered on TCMD documentation as indicated in the heading above and in appendix D. When a numbered container (etc.) is loaded in (or on) another numbered container (etc.), the number of the former is indicated following the number of the latter in appropriate DI T 3/T 4 entries.
- b. Containers Controlled by Serial Number (CONEX, SEAVAN, MILVAN). Use the permanently assigned serial number as indicated below.

Code Description
00001-99999 Last five digits of the CONEX, SEAVAN, or
MILVAN serial number including any suffix such
as a check digit. If the serial number has
less than five digits, precede it with zeros.

- $\ensuremath{\text{c.}}$ Noncontrolled Containers. Use a number constructed as follows.
- $\hspace{1cm}$ (1) First position is based on the activity preparing the code.

CodeDescriptionAArmy activityBAir Force activity

G General Services Administration

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> Μ Marine Corps activity

Navy activity

Defense Logistics Agency

Coast Guard activity

Second through fifth positions are an activity assigned number.

> Description 0001-9999 Assign numbers in sequence from 0001 to 9999 for each container (alpha characters may be used in lieu of numbers).

d. RORO Trailers. Use a number constructed as follows.

(1) First position identifies the type of trailer.

Code Description Stake and flatbed

Van

(2) Second through fifth positions are based on the RORO serial number.

Code Description 0001-9999 Last four digits of the RORO serial number. If the serial number has less than four digits, precede it with zeros.

4. Commodity and Special Handling Codes

a. General. The commodity and special handling codes are used to identify items being shipped and to highlight specific items which may require some type of special handling. These codes are included on transportation documentation for billing, cost accounting, contractor payment, customs clearance, and similar purposes which require commodity identification. Separate MILSTAMP codes structures are used for air and water shipments.

b. Air Commodity and Special Handling Codes.

Number of Characters: Two

Type of Character: Alphanumeric

Data Location

TCMD - DD Form 1384: Block 4 and column 35

- Automated Record: rp 18-19
Responsible Agency: Air Force

(1) General. The air commodity and special handling codes are a two position combination. The first position of the code identifies the commodity and the second position identifies the nature of the commodity which may require special handling. The specific special handling requirements are usually further identified in trailer data; e.g., actual temperature control range or type of hazardous materiel.

(2) Commodity. The first position of the two position code indicates the commodity and is selected from the following:

<u>Code</u>	<u>Explanation</u>
A	Supplies and equipment for aircraft and aerial targets including aircraft and maintenance parts, aircraft accessories, aircraft instruments and laboratory test equipment, aerial targets and gliders, aircraft/missile technical order compliance kits, aerial delivery equipment, tailored tarpaulins and miscellaneous aerial equipment, etc.
В	Construction materials including paint and related materials, prefabricated buildings, wood products, metal and composition materiels and their products, commercial hardware and miscellaneous items, cement, asphalt, building maintenance materials, etc.
С	Chemical corps items and all other chemicals not covered in other classifications (when an item has a chemical proper shipping name and the item is sensitive, select the special handling code from paragraph 4.b.(3)(b), below).
D	Animals.
E	Engineer supplies, other than those listed under code B.

F	Fuels a	and l	ubricant	s inc	luding	fuel	and	
	lubrica	ating	supplie	es and	equipr	ment,	and	gases
	other t	than	noxious	gases				

- G Printed forms, publications, drawings, etc.
- H Signal Corps supplies and equipment including radio equipment and supplies, communications equipment and supplies, electrical equipment and supplies, etc.
- J Unaccompanied baggage.
- K Clothing including clothing equipment (other than arms and chemical supplies), cordage, fabrics and leathers, parachutes, etc.
- ARFCOS materiel including communication documents, cryptologic equipment, and state Department diplomatic materiel.
- M Medical supplies.
- N Ship's parts, Navy.
- P Photographic supplies and equipment including training films.
- Q Plants, plant products, insects, mites. nematodes, mollusks, soil, meat (other than rations), animal products, vectors and cultures of animal and plant diseases.
- R Rations and subsistence supplies.
- S Office and school supplies and equipment including office machines, furniture and stationery, films, synthetic and special training films, etc.
- T HHG.
- U Mail. Select a special handling code from paragraph 4.b.(3)(c), below.
- V Vehicles, machinery, shop and warehouse equipment and supplies including special tools and equipment, ground

servicing and special purpose vehicles, marine equipment and supplies, and repair and maintenance parts for the above.

- W Reserved.
- X Intelligence materiels including maps, charts, data, and information vital to military functions such as: flight safety, escape and evasion, current offensive/defensive operations, foreign clearance requirements, targeting, and National Aeronautics and Space Administration (NASA) projects.
- Y Personnel services.
- Z Human remains.
- Arms/weapons (all types) including inert component parts. Select a special handling code from paragraph 4.b.(3)(b), below.
- Ammunition, (all types) including inert component parts. When the primary hazard of an ammunition item is a chemical (irritant, corrosive, or oxidizer), as indicated by its proper shipping name use commodity code C. For all ammunition, select a special handling code from paragraph 4.b.(3)(b), below.
- Explosives (any explosive item not included in code 3 above) including inert component parts. Select a special handling code from paragraph 4.b.(3)(b), below.
- (3) Special Handling. The second position of the two position code indicates the type of special handling required by an item to ensure proper transportation without damage to the item, its surrounding, or its security. In addition to entering the special handling code on transportation documents, the shipper prepares a DD Form 1387-2 for all items requiring special precautionary handling. Three types of special handling codes are used, miscellaneous; conventional arms, ammunition, and explosives; and mail.

(a) Miscellaneous special handling codes are used for all items except those with commodity codes 2,3,4, or M. The handling codes are selected from the following:

Code	Explanation
A	Hazardous materiel requiring hand to hand receipt.
В	Whole blood.
С	See paragraph 4.b.(3)(b), below.
D	Hazardous materiel (not requiring hand to hand receipt) including all regulated items other than special weapons and their components.
E	Aircraft engine, drained and purged (DD Form 1387-2 must so certify).
F	Foodstuffs requiring normal refrigeration.
G	Engines (aircraft and vehicles), not drained or purged (DD Form 1387-2 must so certify).
Н	Special weapons, including hazardous components.
I	In-Bond shipment.
J	Material normally hazardous rendered nonhazardous for shipment processing and so certify on DD Form 1387-2.
K	Material which must be accompanied by a military courier and, when required, under armed guard.
L	Sets or systems that must move together to the consignees.
М	See paragraph 4.b.(3)(b), below.
N	See paragraph 4.b.(3)(b), below.
0	Not to be used.
P	Cargo requiring protection from freezing.
Q	Extremely fragile items including delicate instruments.

Ζ

R	Revenue.
S	See paragraph 4.b.(3)(b), below.
T	Cargo requiring both normal refrigeration and hand to hand receipt.
U	Perishable cargo requiring refrigeration only.
V	Vaccine.
W	Highly perishable cargo requiring subfreezing refrigeration only.
X	Highly perishable cargo requiring both subfreezing refrigeration and hand to hand receipt.
Y	Protected cargo, other than above, including sensitive, cargo requiring hand to hand receipt and/or security

(b) Arms, ammunition, and explosives special handling codes are used for all items with commodity codes 2,3,4, and sensitive items with commodity code C. These special handling codes identify the physical security risk category and are based on the requirements of DoD 5100.76-M (reference X). The handling codes are selected from the following:

No special handling required.

<u>Code</u> Explanation

precautions.

1 Highest sensitivity, Category I; Arms, Ammunition, and Explosives. Items with this code are not classified. 2

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Special handling codes 1,2,3, and 4 relating to ammunition are used only for 1000 or more rounds of small arms ammunition up to and including .50 caliber as well as individual rounds of 40mm and larger nonautomatic conventional, guided missile, and rocket ammunition weighing 100 pounds or less per round. Similar items which are classified and/or do not meet the criteria for codes 1 through 4 are coded as indicated below.

c. Water Commodity and Special Handling codes.

Number of Characters: Five

Type of Character: Alphanumeric

Data Location

TCMD - DD Form 1384: Block 4 and column 35

- Automated Record: rp 15-19

Responsible Agency: Military Sealift Command

(1) General. The water commodity and special handling codes are a five position combination. The first three positions of the code identify the commodity. The fourth position further identifies certain types of cargo and is used with the fifth position to indicate the nature of a commodity or item which may require special handling. The specific special handling requirements are usually further identified in trailer data; e.g., actual temperature control range, type od hazardous materiel, or outsize dimensions.6

- (2) Commodity. The first three positions of the five position code indicate the commodity.
- (a) If a shipment unit is composed of items having different commodity codes, the code representing the greatest volume (cube) is used. When the items and commodities are so numerous no single code is dominant, a generalized code is used. These generalized codes include "NOS" (Not Otherwise specified) in the explanation.
- (b) Whenever a "NOS" commodity code is used, additional explanation is always included as a trailer entry using DI t_9. This explanation is not a reiteration of the description shown in this paragraph (e.g., Subsistence, NOS; General, NOS), but may be a clear text description such as "Exchange Resale Items Consolidated." Certain of these items are described in specific detail as required by appendix D, figure 12 (rp 54-79).
- (c) Water commodity codes are grouped by general categories. These categories are alphabetically listed below along with the code groups which may be used to determine a specified commodity code from the numeric listing in paragraph 4.c.(2)(d), below.

⁶ MTMC will convert the MILSTAMP water commodity code to the FSC and pass it to the JDA for DTS surface shipments as required.

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Commodity Category	Code Group
Aircraft parts	670-679
Aircraft, unboxed	900-999
Small arms, small arms ammunition, and inert component	680-689
parts of explosives/hazardous items	4077 400
Ammunition, explosives, and other hazardous items; exceps small arms ammunition and radioactive waste	pt 40X-489
Antisubmarine equipment	790-799
Baggage	360-389
Boats and boxed vehicles (less than 35 feet)	640-649
Bulk cargo, unpackaged, dry or liquid, except POL	200-299
Chemicals	630-639
Construction materiel	660-669
Drugs and sundries (not requiring temperature control)	530-549
Dunnage and lashing	099
Empty containers	690-699
HHGs	390-399
Instruments and apparatus	65A-659
Lumber and logs (less than 35 feet)	550-569
Machinery and parts (less than 35 feet)	590-599
Mail	610-619
Metal products (less than 35 feet)	570-579
Miscellaneous items	70X-789
Paints and varnishes	620-629
POL items, other than bulk	600-609
Privately owned vehicles (POVs)	300-359
Radioactive devices, materiel, and waste	490-499
Reefer cargo, chill (above 32(o))	100-149
Reefer cargo, freeze (below 32(o))	150-199
Special cargo	800-899
Subsistence (other than chill or freeze)	50A-529
Vehicle parts	580-589

(d) The three position water commodity code identifies the specific commodity within each commodity category. Included in the code listing for each commodity is the abbreviation used on the ocean cargo manifest. Select a code from the following numerically sequenced list:

Dunnage and Lashing (099).

Encl. (8) to COMDTINST M4610.5

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(h)	Unassigned	8	Н	Q	Y
(i)	No special handling	9	I	R	Z
	required except as				
	indicated by I, R, or 2	2			

Note A. Appendix A contains a list of definitions.

Note B. Mandatory trailer card (T_9) required to identify level of classification (secret/confidential) and/or degree of risk category.

Note C. To be used only when shipments are neither classified nor protected but certain security measures are dictated by Service regulations. T_9 data is mandatory to identify such regulations and specific paragraphs therein preceded by the abbreviation, OTHER SEC REQD.

5. Air Dimension Codes

Number of Characters: One Type of Character: Alpha

Data Location

TCMD - DD Form 1384: Block 5 and Column 36a

- Automated Record: rp 20
Responsible Agency: Air Force

- a. General. The air dimension code is used for all air shipments. The code indicates whether shipments have one or more outsized dimensions (greater than 72 inches) and/or are consolidations (shipments of multiple requisitions).
 - b. Procedures. Select one of the following codes:

Code Description

- A Shipment is not a consolidation and does not exceed 72 inches in any dimension.
- C Shipment is a consolidation, but does not exceed 72 inches in any dimension.
- D Shipment is a consolidation and exceeds 72 inches in one or more dimensions.
- Z Shipment is not a consolidation, but does exceed 72 inches in one or more dimensions.

6. Air Terminal Identifier Codes

Number of Characters: Three

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a. General. The CCP codes identify activities which have been established by the Military Services and DLA to consolidate cargo for onward overseas movement by SEAVAN. The codes are structured like the CONUS water port identifier codes and used on MILSTRIP documents to indicate the shipment routing. The first position of the three position code represents the geographic area in which the CCP is located. The second and third positions identify the specific CCP within the geographic area. Activities tracing shipments routed through a CCP cite the code in the POE field and send the tracer to the MTMC area command in which the CCP is located.

b. The Eastern Area CCPs and their codes are:

CODE	CCP
101	New Cumberland Army Depot
102	Tobyhana Army Depot (Alternate)
103	Defense Depot Mechanicsburg, PA
104	Air Force Consolidation and Containerization Point
	(AFCCP) (WRALC) Robins AFB, Georgia
201	Red River Army Depot

c. The Western Area CCPs and their codes are:

CODE	CCP
301	Sharpe Army Depot
302	Sacramento Army Depot (Alternate)
303	Defense Depot Tracy, CA
304	Air Force Consolidation and Containerization Point
	(AFCCP) (SMALC) McClellan AFB, CA
305	Barstow Consolidation and Containerization Point
	(MCLB, Barstow CCP), Barstow, CA

9. Transportation Mode/Method Codes

Number of Characters: One

Alpha or numeric Type of Characters:

Data Location

TCMD - DD Form 1384: Block 8 and Column 38

- Automated Record: rp 27

Responsible Agency: DoD MILSTAMP System Administrator

a. General. The mode/method code identifies the general mode (e.g., air or surface) and the specific method (e.g., motor, rail, air

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freight, parcel post, etc.), used for each segment of movement within the DTS. When preparing advance TCMDs for submission to a clearance authority, the code selected identifies the method of transportation which will deliver the shipment to the POE.

b. The methods of shipment and their codes are:

CODE	METHOD OF SHIPMENT
A	Motor, truckload
В	Motor, less than truckload
С	Van (unpacked, uncrated personal or Government
	property)
D	Driveaway, truckaway, towaway
E	Bus
F	MAC Channel and Special Assignment Airlift Mission
G	Surface parcel post
Н	Air parcel post
I	Government trucks, for shipment outside local delivery area
J	Air, small package carrier
K	Rail, carload(9)
L	Rail, less than carload(9)
M	Surface - Freight forwarder
N	LOGAIR
0	Organic military air (including aircraft of foreign
O .	governments)
P	Through Government Bill of Lading (TGBL)
Q	Commercial Air freight
R	European Distribution System/Pacific Distribution System
S	Scheduled Truck Service (applies to contract
2	carriage, quaranteed traffic routings and/or
	scheduled service
Т	Air freight forwarder
U	OUICKTRANS
V	SEAVAN
W	Water, river, lake, coastal (commercial)
X	Bearer, walk-thru (customer pickup of materiel)
Y	Military intratheater airlift service
Z	Military Sealift Command (MSC); controlled,
	contract, or arranged space

9 Includes TOFC/COFC (excluding SEAVAN)

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2	Government	watercraft,	barge,	or	lighter
---	------------	-------------	--------	----	---------

- 3 Roll-on/roll-off (RORO) service
- 4 Armed Forces Courier Service (ARFCOS)
- 5 Surface small package carrier
- 6 Military Official Mail (MOM)
- 7 Express mail
- 8 Pipeline
- Local delivery by Government or commercial truck including onbase transfers and deliveries between air, water, or motor terminals, and adjacent activities. Local delivery areas are identified in commercial carriers' tariffs which are filed and approved by regulatory authorities.

10. Type of Pack Codes

Number of Characters: Two

Type of Characters: Alphanumeric

Data Location

TCMD - DD Form 1384: Block 9 and Column 39

- Automated Record: rp 28-29

Responsible Agency: DoD MILSTAMP System Administrator

- a. General. The Type Pack Code provides three kinds of information.
- (1) For breakbulk shipments, including those which subsequently may be loaded into a cargo container, it identifies the type of packing.
- (2) For a CONEX container, it identifies the first position of the six position serial number.
- (3) For cargo containers (SEAVANs/MILVANs/MSCVANs), it identifies who loaded the cargo into the container and the capacity to which the container was loaded.
- b. Breakbulk shipments. One of the following codes is used to describe the type of package

Code	<u>Explanation</u>	Code	Explanation
BD	Bundle	$_{ m BL}$	Barrel
BE	Bale	BS	Basket
BG	Bag, burlap or cloth	BX	Box

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7ol.	I		
CA	Cabinet	MW	Multiwall container
CB	Carboy	MX	Mixed, more than one type
CC	HHG container, wood		of shipping container
CL	Coil	PC	Piece
CM	Container, MAC, International	PL	Pail
	standards organization,	PT	Palletized unit load other
	lightweight, 8x8x28 foot air		than code MW
	container	RL	Reel
CN	Can	RO	Roll
CO	Container, other than CC, CM,	RT	Roro
	CW, MW, or MX	SA	Sack, paper
CR	Crate	SB	Skid, box
CS	Case	SD	Skid
CT	Carton	SH	Sheet
CU	Container, Navy cargo	SL	Spool
	transporter	SW	Suitcase
CW	Container, commercial highway	TB	Tub
	lift	TK	Truck
CY	Cylinder	TU	Tube
DB	Duffelbag	VC	Van chassis
DR	Drum	VE	Vehicle
EC	Engine container	VO	Vehicle in operation
			condition
ΕD	Engine cradle or dolly	VS	SEAVAN-tote
FK	Footlocker	WR	Wrapped
HA	Hamper	UX	Unitized (use code RT fot
KE	Keg		unitized cargo in a RORO)
LS	Loose, not packaged		

c. CONEX (Container Express) shipments. The code is based on the CONEX serial number and constructed from the following table:

First Position Second Position

Code	Code	if Serial Number is:
X	0	00001- 99999
	1	100000-199999
	2	200000-299999
	3	300000-399999
	4	400000-499999
	5	500000-599999
	6	600000-699999
	7	700000-799999
	8	800000-899999
	9	900000-999999

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U Loaded to less than capacity by vendor, loading completed by ocean carrier.

- V Loaded to less than capacity by contract shipment consolidation facility, loading completed by ocean carrier.
- W Loaded to less than capacity by vendor, loading completed by contract shipment consolidation facility.
- Z Empty MILVAN or SEAVAN.
- 3 Loaded to less than capacity by military shipping activity.
- 4 Loaded to less than capacity by vendor.
- 5 Loaded to less than capacity by contract shipment consolidation facility.

11. Date Shipped/Received Code

Number of Characters

Ocean manifest: Four All other documents: Three

Type of Characters: Alphanumeric

Data Location

TCMD - DD Form 1384: Block 15 and Column 43c

- Automated Record: rp 60-62

Other documents: Various locations as specified

elsewhere in MILSTAMP

Responsible Agency: DoD MILSTAMP System Administrator

- a. General. The Date Shipped/Received Code is used on advance TCMDs to notify the clearance authority of the anticipated date of cargo release to the carrier and on manifests and in intransit data to indicate the date of lift from the POE. The same code is also used to indicate the receipt date in intransit data and may be used on other documents where a date code is appropriate. There are two ways of constructing the code, one for surface and one for air
- b. Surface date codes. The surface date codes are simply the three position day of the year. When a four position code is required (e.g., on surface manifests), the three digit day of the year code is preceded by the last digit of the calendar year. Figure F-1 is a chart for conversion of the calendar date to day of the year.

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c. Air hour/day codes. Because air shipments are usually measured in hours rather than days, the date shipped/received code includes the hour as well as the actual day. The first position of the three position code is a letter indicating the GMT hour (Zulu time). The last two positions of the code are the last two digits of the applicable day of the year.

(1) Select the first position (hour) code from the following:

Code	GMT Hour	Code	GMT Hour
A	0001-0100	N	1201-1300
В	0101-0200	P	1301-1400
С	0201-0300	Q	1401-1500
D	0301-0400	R	1501-1600
E	0401-0500	S	1601-1700
F	0501-0600	T	1701-1800
G	0601-0700	U	1801-1900
Н	0701-0800	V	1901-2000
J	0801-0900	M	2001-2100
K	0901-1000	X	2101-2200
L	1001-1100	Y	2201-2300
M	1101-1200	Z	2301-2400

(2) Select the last two digits of the correct day of the year from the conversion chart in figure F-1.

12. Estimated Time of Arrival (ETA) Code

Number of Characters: One

Type of Characters: Numeric or Alpha

Data Location

TCMD - DD Form 1384: Block 16 and Column 43d

- Automated Record: rp 63

Responsible Agency: DoD MILSTAMP System Administrator

a. General. The ETA code is used by shippers to indicate the number of days a shipment will be intransit from the consignor to a POE. Using the ETA code and the date shipped code, the POE is able to determine when the shipment should arrive.

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Code	Intransit	Code	Intransit
0	Same day delivery	В	11
1	1	C	12
2	2	D	13
3	3	E	14
4	4	F	15
5	5	G	16
6	6	Н	17
7	7	J	18
8	8	K	19
9	9	L	20
A	10	М	21
N	22	U	28
P	23	V	29
Q	24	W	30-35
Q R	25	X	36-40
S	26	Υ	41-50
-	27		
Τ	∠ <i>I</i>	Z	Over 50

13. Military and Civilian Grade Codes

Number of Characters: Two

Type of Characters: Alphanumeric

Data Location

TCMD Trailer - DD Form 1384: Column 43e

- Automated Record: rp 69

Responsible Agency: DoD MILSTAMP System Administrator

- a. General. These grade codes are used only on DTS personal property documents to designate the grade of the owner.
- b. Select the code from the following lists for inclusion in the appropriate trailer entry:

(1) M	dilitary Officers		06	0-6
Code	Grade	07	0-7	
01	0-1		08	0-8
02	0-2		09	0-9
03	0-3		00	0-10
04	0 - 4			
05	0-5			

REPORT OF SHIPMENT (REPSHIP)

A. General.

- 1. Procedures. When a requirement exists to forward the consignee a notice of shipment, such notice will be transmitted by electrical means to be received at least 24 hours prior to the arrival of the shipment. For all SECRET, CONFIDENTIAL, and sensitive shipments, this requirement, called a REPSHIP, will be prepared. Depending on the destination of shipment, the REPSHIP will be sent to different activities. Be sure to "info" everyone involved in the shipment. REPSHIPs containing classified information, or which indicate that shipments are classified, are safeguarded according to Coast Guard security regulations. For export shipments, the shipper notifies the transshipping activity (Port of Embarkation (POE)) and either the clearance authority for surface (Military Sealift Command (MSC)) export shipments or the Military Air Traffic Coordinating Unit (MATCU) for air (Military Airlift Command (MAC)) export shipments.
- 2. **Format** The advance notice of shipment must include the following information and be in the following format:
 - a. <u>Domestic Shipments</u>. For domestic shipments, furnish the consignee with a REPSHIP (Report of Shipment) message the same day the shipment is moved and include the following data. Shippers located within 24-hour transit time should telephone data on day of shipment. On shipments other than ammunition or explosives requiring REPSHIP, omit information not applicable in paragraphs 4 and 9 below.
 - (1) Subject of message (REPSHIP).
 - (2) Route Order number issued by routing authority (Military Traffic Management Command (MTMC)).
 - (3) Carrier and routing (including Parcel Post).
 - (4) Car or vehicle number(s) and seal numbers including net explosive weight (NEW) of Class A and B explosives in each car or vehicle.

Encl. (9) to COMDTINST M4610.5

- (5) Bill of lading number(s).
- (6) Date of shipment.
- (7) Estimated date and time of arrival.
- (8) Data applicable to each shipment as follows:
 - (a) Department of Defense Identification Code (DODIC) for ammunition and explosives and National Stock Number (NSN) for sensitive weapons.
 - (b) Quantity (round or item count) for ammunition, item count for other shipments.
 - (c) Ammunition lot number; sensitive item risk category for arms, ammunition, and explosives.
 - (d) Number and type of containers.
 - (e) Weight and code.
 - (f) Complete or partial shipment.
 - (g) Project code.
 - (h) Registration number for parcel post shipments of sensitive weapons.
 - (i) Requisition document number shown on DOD Single Line Item/Release Receipt Document (DD-1348-1), Requisition and Invoice/Shipping Document (DD-1149), or other documentation.
 - (j) The following annotation if the shipment contains ammunition, explosives, or flammable materials: Flame or heat producing tools will not be used to remove security devices.
- (9) Security classification of shipment.

Encl. (9) to COMDTINST M4610.5

- b. **Export Shipments**. For export shipments, other than ammunition and explosives, furnish the following information:
 - (1) MTMC Export Release Number and Transportation Control Number (TCN).
 - (2) Carrier and routing information.
 - (3) Car or vehicle number(s) and seal number(s).
 - (4) Government Bill of Lading (GBL) number(s).
 - (5) Estimated date and time of departure.
 - (6) Estimated date and time of arrival at loading terminal.
 - (7) Security classification.
 - c. <u>Time Requirements</u>. The above data will be transmitted in sufficient time to reach the transshipment point as soon as possible and not later than 24 hours after carrier takes the shipment.

MINIMUM SECURITY STANDARDS FOR SENSITIVE SHIPMENTS (SEE SECTION 14-E-1)

- A. <u>Abbreviations</u>. The following abbreviations apply to this enclosure.
 - 1. Defense Investigative Service (DIS).
 - Department of Defense (DOD) Constant Surveillance Service (CSS) (DOD CSS).
 - Dual Driver Protective Service With National Agency Check (DN).
 - Dual Driver Protective Service Without National Agency Check (DD).
 - 5. Motor Surveillance Service (MS).
 - 6. Protective Security Service (PSS).
 - 7. Satellite Motor Surveillance Service (SM).
 - 8. Signature and Tally Record (STR).
 - 9. Security Escort Vehicle Service (SE).
 - 10. Security Risk Category (SRC).
 - 11. Transportation Protective Service (TPS).
- B. <u>Special Government Bill of Lading (GBL) Annotations</u>. The following annotations will be used on the GBL when requesting special services.
 - 1. When Requesting SM "Satellite Motor Surveillance Service (SM) requested. In the event of system failure, driver must immediately notify their dispatcher who will immediately notify the Defense Transportation Tracking System (DTTS) at 1-800-826-0794. Driver must subsequently provide DTTS a telephonic location/status report every four hours, with a final telephonic report upon delivery at destination."
 - 2. When SM Offered But Not Required. When a carrier offers to provide SM in lieu of MS (at the MS rate), show "Motor Surveillance Service (MS) requested but SM being substituted (at the MS rate) at carrier request. In the event of SM system failure, driver must

Encl. (10) to COMDTINST M4610.5

immediately notify their dispatcher who will immediately notify DTTS at 1-800-826-0794. Driver must subsequently provide DTTS a telephonic location/status report every eight hours, with a final call upon delivery at destination."

C. Shipper Determination That Truck Is SM Equipped and Operational. Before accepting a truck for loading, ask the driver to verify that it is SM equipped and operational, i.e., equipped with two-way SM communication and positioning capability and has a panic button which can be actuated with a single stroke by the driver. If you find that the truck does not meet these requirements, do not release the shipment to it. If for any reason you are concerned about the driver's answer to your question, contact the DTTS central site at the 1-800-523-3201 (Virginia only) or 1-800-826-0797 (outside Virginia).

D. Security Risk Categories

AIR CATEGORY I 1/

- 1. PSS
- 2. Single line-haul required.

CATEGORY III 3/

- 1. DOD CSS.
- 2. Shipper escort to carrier and immediate pickup at destination
- 3. Banded of locked and sealed, if practicable However, for commercial air freight, banded or locked and sealed required.
- Seals applied by shipper See Note/

AIR CATEGORY II 2/

- 1. DOD CSS.
- Banded or locked and sealed, if practicable However, for commercial air freight, banded or locked and sealed required.
- 4. Seals applied by shipper.

CATEGORY IV 4/

- 1. DOD CSS.
- Shipper escort to carrier and immediate pickup at destination.
- 3. Banded or locked and sealed, if practicable. However, for commercial air freight, banded or locked and sealed required.
- Seals applied by shipper.
 See Note/

MOTOR CATEGORY I 1/ TL

- 1. SM and DN
- 2. Exclusive use of vehicle.
- 3. Locked and sealed by shipper See note 7/
- 4. Single line-haul required.
- 5. Trip lease not authorized

LTL: 6/

- 1. SM and DN
- CONEX, dromedary, or similar container authorized.
- 3. Locked and sealed by shipper See note 7/
- 4. Single line-haul required.
- 5. Trip lease not authorized.
- 6. Exclusive use of vehicle.

CATEGORY III 3/ TL:

- 1. DD
- 2. Locked and sealed by shipper <u>See note 7/</u>
- 3. Trip lease not authorized.
- 4. Single line-haul preferred.

MOTOR CATEGORY II 2/ TL:

- 1. SM and DN
- 2. Exclusive use of vehicle.
- 3. Locked and sealed by shipper See note 7/
- 4. Single line-haul required.
- 5. Trip lease not authorized.

LTL: 6/

- 1. SM and DN
- 2. CONEX, dromedary, or similar container authorized.
- 3. Cargo packaged to a weight of at least 200 pounds and banded (sealed if practicable) or container locked and sealed by shipper See Notes 7 &/
- 4. Single line-haul required.
- 5. Trip lease not authorized.

CATEGORY IV 4/ TL:

- 1. DD
- 2. Locked and sealed by <u>shipper See note 7/</u>
- 3. Trip lease not authorized.
- 4. Single line-haul perferred.

LTL: 6/

- 1. DD
- CONEX, dromedary, or similar container authorized.
- 3. Cargo packaged to weight of at least 200 pounds and banded (sealed if practicable) or container locked and sealed by shipper See notes 7/&/
- 4. Trip lease not authorized.
- 5. Single line-haul preferred.

LTL: 6/

- 1. DD
- CONEX, dromedary, or similar container authorized.
 - 3. Cargo packaged to a weight or at least 200 pounds and banded (sealed if practicable) or container locked and sealed by shipper See notes 7/&/
- 4. Trip lease not authorized.
- 5. Single line-haul preferred.

NOTES:

Note 1. Category I sensitive commodity examples:

MISSILES AND ROCKETS

Non-nuclear missiles and rockets in a ready to fire configuration (e.g., Hamlet, Redeye, Stinger, Dragon, LAW, Viper). Also where launcher tube and explosive rounds for missiles are jointly transported though not ready to fire.

AMMUNITION AND EXPLOSIVES

Complete explosive rounds for Category I missiles and rockets.

Note 2. Category II sensitive commodity examples:

ARMS

Light automatic weapons up to and including .50 caliber.

AMMUNITION AND EXPLOSIVES

Grenades, high explosives, white and phosphorous. Mines, antitank, antipersonnel (unpacked weight of 50 pounds or less each).

Explosives used in demolition operation, (e.g., C-4 military dynamite, TNT, etc.).

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Note 3. Category III sensitive commodity examples:

ARMS

Launch tube and gripstock for Stinger missile.

Launch tube, sight assembly, and gripstock for Hamlet and Redeye missiles.

Tracker for Dragon missiles.

Mortar tubes excluding the 4.2 Grenade launchers.

Rocket and missile launchers, unpacked weight of 100 pounds or less.

Flame throwers.

Launcher and/or missile guidance set and/or optical sight for TOW missile.

AMMUNITION AND EXPLOSIVES

Ammunition, .50 caliber and larger, with explosive filled projectile (unpacked weight of 100 pounds or less each). Grenades, incendiary and grenade fuzes.

Blasting caps.

Detonating cord.

Supplementary charges.

Bulk explosives.

Note 4. Category IV sensitive commodity examples:

ARMS

Shoulder fired weapons, other than grenade launchers, not fully automatic. $% \left(1\right) =\left(1\right) \left(1\right) +\left(1\right) \left(1\right) \left(1\right) +\left(1\right) \left(1$

Handguns.

AMMUNITION AND EXPLOSIVES

Ammunition with nonexplosives projectile (unpacked weight of 100 pounds or less each).

Fuzes, except for grenade fuzes.

Grenades, illumination, smoke and practice, $\operatorname{CS/CN}$ (tear producing).

Incendiary destroyers.

Riot control agents, 100 lb. package or less.

Ammunition for categories II, III, and IV weapons which are not otherwise categorized.

Note 5. Air carriers providing pickup and delivery service by motor vehicle must comply with all applicable security requirements for the risk category during the motor phase. These protective services must be specified in appropriate Uniform Tenders of Service or circulars.

- Encl. (10) to COMDTINST M4610.5
- $\underline{\text{Note 6}}.$ Consider sending arms by registered mail, if practicable.
- $\underline{\text{Note 7}}$. Procedures regarding "Sealing of Motor Conveyances" applies.
- $\underline{\text{Note 8}}$. MILSTD 129 (Marking for Shipment and Storage) applies.

MINIMUM SECURITY STANDARDS FOR SECRET AND CONFIDENTIAL SHIPMENTS (SEE SECTION 14-E-2)

0# #0

MOTOR 1/

SECRET

1. TL:

- a. PSS.
- b. Closed and locked with exclusive use of vehicle.
- c. Single line-haul required.
- d. Trip lease not authorized.
- e. Sealed by shipper. See Note 3/

2. LTL:

- a. PSS.
- b. CONEX, dromedary, or similar container authorized with exclusive use of container.
- c. Cargo packaged to a weight of at least 200 pounds banded (sealed if practicable) or container locked and sealed by shipper. See Note 3/
- d. Packaged so as to not reveal classified nature of shipment.

CONFIDENTIAL

1. TL:

- a. DOD CSS.
- b. Closed and locked vehicle.
- c. Single line-haul preferred.
- d. Trip lease not authorized.
- e. Sealed by shipper. See Note 3/

2. LTL:

- a. DOD CSS
- CONEX, dromedary, or similar container authorized.
- c. Cargo packaged to a weight of at least 200 pounds and banded (sealed if practicable) or container locked and sealed by
- d. Packaged so as to not reveal classified nature of shipment.

AIR 1/

SECRET

- a. PSS. See Note 2/
- b. Material in secure compartment or in a shipper-sealed locked, safe-like container. <u>See Note 4/</u>
- c. Packaged so as to not reveal classified nature of shipment.

CONFIDENTIAL

- a. DOD CSS. See Note 2/
- b. Container seals applied by shipper.
- c. Containers banded or locked and sealed if practicable. However, for commercial air freight, banded or locked and shipper sealed.
- d. Shipper escort to carrier and immediate pickup at destination.
- e. Packaged so as to not reveal classified nature of shipment.

NOTE:

- Note 1. Classified material is not normally transported by rail or water. In event such movement is required, PSS applies for SECRET shipments and DOD CSS or equivalent must be provided for CONFIDENTIAL shipments.
- Note 2. Air carrier providing pickup and delivery service by motor vehicle must comply with all applicable security requirements during the motor phase of transport.
- <u>Note 3</u>. Procedures regarding "Sealing of Motor Conveyances" applies.
- Note 4. Specific criteria for construction of classified containers are contained in DOD 5200.1-R, (Information Security Program Regulation), Chapter VIII.

HAZARDOUS MATERIALS TRANSPORTATION -- GUIDE FOR SHIPPERS

- A. This guide is presented as an aid to shippers of hazardous material. It doesn't contain or refer to all of the Department of Transportation (DOT) requirements for shipping hazardous material. For specific details, refer to the Code of Federal Regulations (CFR), Title 49, Transportation, Parts 100-199. The following discussion is based on Title 49 CFR revised as of 31 December 1991.
- B. The rules governing the transportation of hazardous materials have undergone major changes. There will be a gradual implementation, over the next five years, toward compliance with international standards; however, compliance with the international system is acceptable now and is encouraged as set forth in 49 CFR, 31 December 1991 edition. Special attention is directed to Sections 171.12, 171.12a and 171.14.
- C. The following is offered as a step-by-step program to aid compliance with the applicable DOT Regulations. All references herein should be prefaced by 49 CFR. The Hazardous Materials Table is found in Subpart B; Shipping Papers in Subpart C; Marking in Subpart C; Labeling in Subpart E; Placarding in Subpart F; and Emergency Response Information in Subpart G.
 - 1. STEP 1 DETERMINE THE PROPER SHIPPING NAME. The shipper must determine the proper shipping name of the material as listed in the Hazardous Materials Table, Section 172.101, Column (2). Note that proper shipping names are limited to those shown in Roman type (not italics). For mixtures and solutions, see 172.101.(c)(10).
 - a. Proper shipping names may be used in the singular or plural. For domestic transportation, the proper shipping name may be in capital or lower case letters. For international shipments, proper shipping names are generally highlighted in capital letters.
 - b. Punctuation marks and words in italics are not part of the proper shipping name but may be used in addition to the proper shipping name. The word "or" in italics indicates that terms in the sequence may be used as the proper shipping name, as appropriate.

- c. The abbreviation "N.O.I." (Not Otherwise Indicated) or "N.O.I.B.N." (Not Otherwise Indicated) By Name) may be used interchangeably with "N.O.S." (Not Otherwise Specified).
- d. Except for hazardous wastes, when qualifying words are used as part of the proper shipping name, their sequence in the package markings and shipping paper description is optional. However, the entry in the Table reflects the preferred sequence.
- e. When one entry references another entry by use of the word "see," if both names are in Roman type, either name may be used as the proper shipping name.
- f. When a proper shipping name includes a concentration range as part of the shipping description, the actual concentration, if it is within the range stated, may be used in place of the concentration range. For example, an aqueous solution of hydrogen peroxide containing 30 percent peroxide may be described as "Hydrogen peroxide aqueous solution with not less than 20 percent but not more than 40 percent hydrogen peroxide" or "Hydrogen peroxide, aqueous solution with 30 percent hydrogen peroxide."
- g. Use of the prefix "mono" is optional in any shipping name, when appropriate. Thus Iodine monochloride may be used interchangeably with Iodine chloride.

2. STEP 2 - DETERMINE THE HAZARD CLASS OR CLASSES

- a. Refer to the Table, Section 172.101, Column (3) and locate the hazard class of the material. A material for which the entry in this column is "Forbidden" may not be offered for transportation or transported. This prohibition does not apply if the material is diluted, stabilized, or incorporated in a device and it is classified in accordance with the definitions of hazardous materials contained in Part 173.
- b. A basic description of each hazard class and the section reference for class definitions are shown in Section 173.2.

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c. If the material has more than one hazard, classify the material based on the order of hazards in Section 173.2a.

3. STEP 3 - SELECT THE PROPER IDENTIFICATION NUMBER

- a. Refer to the Table, Section 172.101, Column (4) and select the Identification Number (ID) that corresponds to the proper shipping name and hazard class.
- b. Enter the ID number(s) on the shipping papers and display them, as required, on packaging, placards, and/or orange panels.
- c. Those ID numbers preceded by the letters "UN" are associated with proper shipping names considered appropriate for international, as well as domestic, transpertation. Those preceded by the letters "NA" are associated with proper shipping names not recognized for international transportation, except to and from Canada.
- 4. STEP 4 DETERMINE THE PACKING GROUP. Column (5) specifies one or more packing groups assigned to a material corresponding to the proper shipping name and hazard class for material.
 - a. Classes 1, 2, and 7 materials, combustible liquids, and ORM-D materials $\underline{\text{do not}}$ have packing groups.
 - b. Packing Groups I, II, and III indicate the degree of danger presented by the material is either great, medium, or minor, respectively.
 - c. If more than one packing group is indicated for an entry, the packing group for the hazardous material is determined using the criteria for assignment of packing groups specified in Subpart D of part 173.

5. STEP 5 - DETERMINE THE MODE(S) OF TRANSPORT TO ULTIMATE DESTINATION

a. As a shipper, you must assure yourself that the shipment complies with the various modal requirements.

Encl. (12) to COMDTINST M4610.5

- b. The modal requirements may affect the following:
 - (1) Packaging.
 - (2) Quantity Limitations.
 - (3) Marking.
 - (4) Labeling.
 - (5) Shipping Papers.
 - (6) Documentation.
 - (7) Stowage and Segregation.
- STEP 6 SELECT THE PROPER LABEL(S) AND APPLY AS

 REQUIRED. The first label shown for each entry is indicative of the primary hazard of the material and additional labels are indicative of subsidiary hazards.
 - a. Refer to the Table, Sec. 172.101, Column (6) for required label(s).
 - b. For details on labeling, refer to:
 - (1) Additional Labels, Sec. 172.402.
 - (2) Location of Labels, Sec. 172.406.
 - (3) Radioactive Material, Sec. 172.403.
 - (4) Authorized Label Modification, Sec. 172.405.

7. STEP 7 - DETERMINE AND SELECT THE PROPER PACKAGINGS

- a. Refer to the Table, Section 172.101, Column (8a) for exceptions, Column (8b) for authorized non-bulk packagings, and Column (8c) for authorized bulk packagings. Consider the following when selecting an authorized container: Quantity per package; cushioning material, if required; proper closure and reinforcement; proper pressure; outage; etc., as required.
- b. If packaged by a prior shipper, make sure the packaging is correct and in proper condition for transportation.

8. STEP 8 - MARK THE PACKAGING (INCLUDING OVERPACKS)

- a. Apply the required markings (Section 172.301)
- b. For details and other required markings, see Sections 172.302 through 172.336.

9. STEP 9 - PREPARE SHIPPING PAPERS

- a. The basic requirements for preparing shipping papers include: Proper shipping name; Hazard class; ID number; the Packing Group; Total quantity; and Shipper's certification.
- b. Make all entries on the shipping papers using the information required and in proper sequence per Section 172.202 (b).
- c. For additional requirements, see Sections 172.200 through 172.205.

10. STEP 10 - CERTIFICATION

- a. Each shipper must certify by printing (manually or mechanically) on the shipping papers that the goods being offered for shipment are properly classified, described, packaged, marked, and labeled and are in proper condition for transportation according to the applicable DOT Regulations (Section 172.204).
- b. For surface shipment, see Section 172.204(a) and(b); For air shipments, see Section 172.204(c).
- 11. STEP 11 LOADING, BLOCKING, BRACING, STOWAGE AND SEGREGATION. When loading hazardous material into the transport vehicle, or freight container, each package must be loaded, blocked, and braced in accordance with the requirements for the mode of transport.
 - a. If the shipper loads the freight container or transport vehicle, the shipper is responsible for the proper loading, blocking, bracing, stowage, and segregation of the material.
 - b. If carrier personnel do the loading, the carrier is responsible.
 - c. Adhere to stowage and segregation requirements for different classes of hazardous materials.

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- 12. STEP 12 DETERMINE THE PROPER PLACARD(S). Each person who offers hazardous material for transportation must determine that the placarding requirements have been met. See enclosure (13) for placarding guidelines.
 - a. For highway, unless the vehicle is already correctly placarded, the shipper must provide the required placard(s) and required Identification numbers(s) (Section 172.506).
 - b. For rail, if loaded by the shipper, the shipper must placard the rail car if placards are required (Section 172.508).
 - c. For air and water shipments, the shipper has the responsibility to apply the proper placards.

13. STEP 13 - HAZARDOUS WASTE/HAZARDOUS SUBSTANCE

- a. If the material is classed as a hazardous waste or hazardous substance, most of the above steps will be applicable.
- b. Pertinent Environmental Protection Agency Regulations are found in the Code of Federal Regulations, Title 40, Part 262.

14. STEP 14 - ENTER THE EMERGENCY RESPONSE INFORMATION

- a. Emergency response information, as defined in Section 172.602, means information that can be used in the mitigation of an incident involving hazardous materials. See this Section for the exact requirements.
- b. Enter the emergency response telephone number. For U.S. Coast Guard shipments, this is the number of the National Response Center. Enter "EMERGENCY CONTACT: 800-424-8808."
- D. "It is the duty of each person who offers hazardous materials for transportation to instruct each of his officers, agents, and employees having any responsibility for preparing hazardous materials for shipment as to the applicable regulations" (Section 173.1(b)).

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- E. This means that shippers are required to make certain that those officers, agents, and employees who have any responsibility for preparing or offering hazardous material for transportation are thoroughly instructed concerning the regulations as they apply to their job functions. The following suggestions will help to comply with this requirement.
 - Identify all personnel who have hazardous material transportation responsibilities.
 - Determine what additional instruction or training each needs.
 - 3. Assure that those needing instruction receive it.
 - 4. Maintain record of training.
 - 5. Periodically review training needs in order to maintain the required expertise.
- F. AS A FINAL CHECK AND BEFORE OFFERING THE SHIPMENT FOR TRANSPORTATION, VISUALLY INSPECT YOUR SHIPMENT.

PLACARDING OF HAZARDOUS MATERIALS SHIPMENTS -GUIDE FOR SHIPPERS

- A. <u>General</u>. Certain types of shipments must be placarded before they can move over public roads. The attached Exhibit A is taken from the latest edition of 49 CFR. To make the material more understandable, the following information is provided.
- B. What Types of Hazardous Materials Shipments Must Be
 Placarded. Except as provided in 49 CFR 172.504, all shipments
 containing any quantity of hazardous material must be placarded.
 Any quantity of Table 1, Exhibit A, items Must be placarded
 (Explosives 1.1, 1.2, and 1.3; Poison Gas; Dangerous When Wet;
 Poison, and Radioactive).
 - 1. **Exceptions**. In general, 49 CFR 172.504 provides exceptions as to what quantity of Table 2, Exhibit A, material must be placarded.
 - a. All rail and highway shipments less than 1,001 pounds aggregate gross weight need not be placarded.
 - b. When two or more categories of hazardous material (flammable and corrosive, corrosive and nonflammable gas, etc.) that require different placards are loaded in one freight container/truck, and each hazardous category is under 5,000 pounds gross weight, you may placard the vehicle with "DANGEROUS" placards instead of the ones required in Table 2, Exhibit A.
- C. Who Must Placard The Transport Vehicle. The regulations are very clear on this issue. 49 CFR 172.500 states that the person who offers the hazardous material for transportation must comply with placarding requirements. If you don't have the proper placards, contact your carrier before pickup. Most carriers have all the required placards available.
- D. <u>Transitional Regulations</u>. Until 1 October 1994, placards which were acceptable as of 30 September 1991, may be used in place of the placards shown in Exhibit A examples. The transitional rules are shown in their entirety.

172.503

conformance with the TDG Regulations, the IMDG Code or the UN Recommendations.

- (2) The restrictions of paragraph (a) of this section do not apply to the display of an identification number on a white square-on-point configuration in accordance with 172.336(b) of this part.
- (c) Permissive placarding. Placards may be displayed for a hazardous material, even when not required, if the placarding otherwise conforms to the requirements of this subpart. [Amdt. 172-123. 55 FR 52599. Dec. 21. 1990, as amended at 56 FR 66259, Dec. 20 1991]
- 172.503 Identification number display on placards.

For procedures and limitations pertaining to the display of identification numbers on placards, see 172.334. [Amdt. 172-58, 45 FR 34701. May 22, 1980]

- 172.504 General placarding requirements.
- (a) General. Except Ls otherwise provided in this subchapter, each bulk packaging, freight container, unit load device, transport vehicle or rail car containing any quantity of a hazardous material must be placarded on each side and each end with the type of placards specified in Tables 1 and 2 of this section and in accordance with other placarding requirements of this subpart, including the specifications for the placards named in the tables and described in detail in If 172.519 through 172.560.
- (b) DANGEROUS placard. A freight container, unit load device, transport, vehicle or rail car which contains nonbulk packagings with two or more categories of hazardous materials that require different placards specified in Table 2 may be placarded with DAN. GEROUS placards instead of. the separate placarding specified for each of the materials in Table 2. However, when 2.268 kg (5,000 pounds) or more of one category of material is loaded the-rein at one loading facility, the placard specified in Table 2 of paragraph (e) of this section for that category must be applied.
- (c) Exception for less than 454 kg (1,001 pounds). Except for transport vehicles and freight containers subject to 172.505, bulk packagings. or transportation by aircraft or vessel, placards for hazardous materials covered by Table 2 are not required on
- (1) A transport vehicle or freight container which contains less than 454 kg (1001 pounds) aggregate gross weight of hazardous materials covered by Table 2 of paragraph (e) of this section; or -

- (2) A rail car loaded with transport vehicles or freight containers, none of which in required to be placarded. The exceptions provided in paragraph (c) of this section do not prohibit the display of placards in the manner prescribed in this subpart if not otherwise prohibited (see 172.502), on transport vehicles or freight containers which are not required to be placarded.
- (d) Exception for empty non-bulk packages. A non-bulk packaging that contains only the residue of a hazardous material covered by Table 2 of paragraph (e) of this section need not be included in determining placarding requirements.
- (e) *Placarding tables*. Placards are specified for hazardous materials in accordance with the following tables:

TABLE 1

Category of material (Hazzrd class or division number and addisonal descriptors, as appropriate)	Plecard name	Placerd design section reference (\$)
त त		
1.1	EXPLOSIVES 1.1	172,522
12	EXPLOSIVES 1.2	172.522
1.3	EXPLOSIVES 1.3	172.522
2.3	POISON GAS	172.540
43	DARGEROUS WHEN WET	172.548
6.1 (PG I, inhaletion hezard only)	POISON	172 554
7 (Redicactive Yellow III label only)	1	172.556

TABLE 2

Category of material (Hazard class or division number and additional description, as appropriate)	Placard name	Placard design section reference (§)
14	EXPLOSIVES 1 4	172 523
1.5	EXPLOSIVES 1 5	172,524
16	EXPLOSIVES 1 6	172 525
2.1	FLAMMABLE GAS	172 532
2 2	NON-FLAMMABLE GAS	172 528
	FLAMMABLE	172 542
Combustible liquid	COMBUSTIBLE	172 544
11	FLAMMABLE SOLID	172.546
12		172 547
5.1	OXIDIZER	172,550
52	ORGANIC PEROXIDE	
6 1 (PG I or II, other than PG I inhalation hazard)	POISON	172.554
	KEEP AWAY FROM FOOD	
6 1 (PG III)	,	
5 2	(None)	
	CORROSIVE	
9	CLASS 9	172.560
DAM-D	(None)	

TABLE 2

- (f) Additional placarding exceptions.
- (1) An EXPLOSIVES 1.2 placard is not required for Division 1.2 explosives on a transport vehicle, rail car, freight container or unit load device which contains Division 1.1 explosives, and is placarded with EXPLOSIVES 1.1 placards, as required.
 - (2) A FLAMMABLE placard may be used in place of a COMBUSTIBLE placard on-
 - (i) A cargo tank or portable tank.
- (ii) A compartmented tank car which contains both flammable and combustible liquids.
- (3) A NON-FLAMMABLE GAS placard is not required on a transport vehicle which contains NON-FLAMMABLE gas if the transport vehicle also contains flammable gas or oxygen and It is placarded with FLAMMABLE GAS or OXYGEN placards, as required.
- (4) An EXPLOSIVES 1.3, 1.4. 1.5, 1.6 or OXIDIZER placard is not required for Division 1.3, 1.4, 1.5. 1.6 or 5.1 materials on a freight container, unit load device, transport vehicle or rail car which also contains Division 1.1 or 1.2 explosives and is placarded with EXPLOSIVES 1.1 or 1.2 placards, as required.

3 Exhibit A

Encl. (13) to COMDTINST M4610.5

- (5) For transportation by transport vehicle or rail car only. an OXIDIZER placard is not required for Division 5.1 materials on a transport vehicle, rail car or freight container which also contains Division 1.5 explosives and is placarded with EXPLOSIVES 1.5 placards, as required.
- (6) The EXPLOSIVE 1.4 placard is not required for those Division 1.4 Compatibility Group S (1.4S) materials that are not required to be labeled 1.4S.
- (7) For domestic transportation of oxygen, compressed or oxygen, refrigerated liquid. the OXYGEN placard In 172.530 of this subpart may be used in place of a NON-FLAMMABLE GAS placard.
- (8) Except for a material classed as a combustible liquid that also meets the definition of a Class 9 material, a COMBUSTIBLE placard is not required for a material classed as a combustible liquid when transported in a non-bulk packaging. For a material in a non-bulk packaging classed as a combustible liquid that also meets the definition of a Class 9 material, the CLASS 9 placard may be substituted for the COMBUSTIBLE placard
- (g) For shipments of Class 1 (explosive) materials by aircraft or vessel, the applicable compatibility group letter must be displayed on the placards required by this section.

[Amdt. 172-123, 55 PR 526100, Dec. 21. 1990, as amended at 56 FR 66260. Dec. 20, 1991]

3A Exhibit A

172.505

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172.505 Placarding for subsidiary hazards.

- (a) Each transport vehicle, portable tank, freight container or unit load device that contains a poisonous is material subject to the "Poison Inhalation Hazard" shipping description of 172.203(m)(3) shall be placarded with POISON or POISON GAS placards, as appropriate, on each side and each end, if not so placarded under 172.504.
- (b) In addition to the RADIOACTIVE placard which may be required by 172.504(e) of this subpart. each transport vehicle, portable tank or freight container that contains 454 kg (1001 pounds) or more gross weight of fissile or low specific activity uranium hexafluoride shall be placarded with a CORROSIVE placard on each side and each end.
- (c) Each transport vehicle, portable tank, freight container or unit load device that contains a material which has a subsidiary hazard of being dangerous when wet, as defined in 173.124 of this subchapter, shall be placarded with DANGEROUS WHEN WET placards, on each side and each end, in addition to the placards required by 1 172.504.
- (d) Hazardous materials that possess secondary hazards may exhibit subsidiary placards that correspond to the placards described in this part, even when not required by this part, (see also I 172.519(b) (4) of this sub part).

[Amdt. 172-123. 55 FR 52601, Dec. 21, 1990, as amended at 56 FIR 66260, Dec. 20. 19911

172.506 Providing and affixing placards: Highway.

- (a) Each person offering a motor carrier a hazardous material for transportation by highway shall provide to the motor carrier the required placards for the material being offered prior to or at the same time the material is offered for transportation, unless the carrier's motor vehicle is already placarded for the material as required by this subpart.
- (1) No motor carrier may transport a hazardous material in a motor vehicle, unless the placards required for the hazardous material are affixed thereto as required by this subpart.
 - (2) (Reserved]
 - (b) [Reserved]

[Amdt. 172-29, 41 FIR 15996, Apr. 15, 1976, as amended by Amdt. 172-29A, 41 FR 40679, Sept. 20. 1976]

- 172.507 Special placarding provisions: Highway.
- (a) Each motor vehicle used to transport a package of highway route controlled quantity radioactive materials (see 1 173.403(1) of this subchapter) must have the required RADIOACTIVE warning placard placed on a square background as described in 172.527.

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(b) A nurse tank, meeting the provisions of 173.315(m) of this subchapter, is not required to be Placarded on an end containing valves, fittings, regulators or gauges when those appurtenances prevent the markings and placard from being properly placed and visible.

[Amdt. 172-103, 51 FR 5971, Feb. 18. 1986]

172.508 Placarding and affixing placards: Rail.

- (a) Each person offering a hazardous material for transportation by rail shall affix to the rail car containing the material, the placards specified by this subpart. Placards displayed on motor vehicles, transport containers. or portable tanks may be used to satisfy this requirement, if the placards otherwise conform to the provisions of this subpart.
- (b) No rail carrier may accept a rail car containing a hazardous material for transportation unless the placards for the hazardous material are affixed thereto as required by this subpart.

(Amdt 172-29, 41 FIR 15996, Apr. 15. 1976, as amended by Amdt. 172-123, 55 FIR 52601, Dec. 21. 1990]

172.510 Special placarding provisions: Rail.

(a) Square background required. (1) A material classed in Division 1.1 or 1.2 transported by rail, and which require EXPLOSIVES 1.1 or EXPLOSIVES 1.2 placards affixed to a rail car, must have the placard placed on a square background as described In 172.527.

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- (2) A material classed in Division 2.3, Hazard Zone A or 6.1, Packing Group 1, Hazard Zone A which is transported by rail and which requires POISON GAS or POISON placards affixed to a rail car, must have the placards placed on a square background as described in 172.527.
- (3) A tank car which contains a residue of a Division 2.3, Hazard Zone A or 6.1, Packing Group I, Hazard Zone A material, and which require POISON GAS-RESIDUE or POISON-RESIDUE placards affixed to a rail car, must have the RESIDUE placard placed on a square background as described in 172.527.
 - (b) [Reserved]
- (c) RESIDUE and subsidiary placards. Each tank car containing the residue of a hazardous material must have each primary placard changed to the corresponding RESIDUE placard. See 172.505(c) of this subpart for display requirements for subsidiary hazards.
- (d) FUMIGATION placard. Each transport vehicle and freight container containing lading that has been fumigated or treated with poisonous liquid, solid, or gas, and that is offered for transportation by rail must have the placard specified in 173.9 of this subchapter affixed on or near each door.
- (e) Chemical ammunition. Each rail car containing Class A explosive ammunition which has the additional hazard of Poison A must be placarded EXPLOSIVES A and POISON GAS.
- (49 U.S.C. 1803, 1804, 1808; 49 CM 1.53, app. A to put 1)

[Amdt. 172-29, 41 FR 15996, Apr. 15, 1976, as amended by Amdt. 172-103, 51 Ft 5971, Feb. 18, 1986: Amdt. 172-110, 52 FR 29528, Aug. 10, 1987; Amdt.172-111, 52 FR 36671, Sept. 30. 1987; Amdt. 172-123. 55 FR 52601, Dec. 21, 1990; 56 FR 66260, Dec. 20, 1991]

172.512 Freight containers and aircraft unit load devices.

- (a) Capacity of 640 cubic feet or more. Each person who offers for transportation and each person who loads and transports, a hazardous material in a freight container or a craft unit load device having a capacity of 640 cubic feet or more shall affix to the freight container or aircraft unit load device the placards specified for the material in accordance with 172.504. However:
- (1) The placarding exception provided in 172.504(c) applies to motor vehicles transporting freight containers and aircraft unit load devices,
- (2) The placarding exception provided in 172.504(c) applies to each freight container and aircraft unit load device being transported for delivery to a consignee immediately following an air or water shipment, and,
- (3) Placarding is not required on a freight container or aircraft unit load device if it is only transported by air and is identified as containing a hazardous material in the manner provided in part 5, chapter 2, section 2.7, of the ICAO Technical Instructions.

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- (b) Capacity less than 18 m3 (640 cubic feet). Each person who offers for transportation by air, and each person who loads and transports by air, a hazardous material in a freight container or aircraft unit load device having a capacity of less than 18 M3 (640 cubic feet) shall affix one placard of the type specified by paragraph (a) of this section unless the freight container or aircraft unit load device:
- (1) Is labeled in accordance with subpart E of this part, including 172.406(e);
- (2) Contains radioactive materials requiring the Radioactive Yellow III label and is placarded with one Radioactive placard and is labeled in accordance with subpart E of this part, including I 172.406(e); or,
- (3) Is identified as containing a hazardous material in the manner provided in part 5, chapter 2. section 2.7, of the ICAO Technical Instructions.

When hazardous materials are offered for transportation, not involving air transportation, in a freight container having a capacity of less than 640 cubic feet the freight container need not be placarded. However, if not placarded It must be labeled in accordance with subpart E of this part.

(c) Notwithstanding paragraphs (a) and (b) of this section, packages containing hazardous materials, other than ORM-D, offered for transportation by air in freight containers are

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subject to the inspection requirements of 175.30 of this chapter.

(49 U.S.C. 1803, 1804. 1808; 49 CFR 1.53, app. A to part 1) [Amdt. 172-29, 41 FIR 15996, Apr.15, 1976, as amended by Amdt. 172-29A, 41 FR 40680, Sept. 20, 1976; Amdt. 172-87, 48 FR 53712, Nov. 29, 1983; 48 FR 55469, Dec. 13, 1983; Amdt. 172-103, 51 FR 5971 Feb 18, 1986 Amdt. 172-111, 52 FR 36671, Sept. 30, 1987 Amdt. 172-123, 55 FR 52601, Dec.21, 1990]

172.514 Bulk packagings other than tank cars.

- (a) Except as provided in paragraph (c) of this section, each person who offers for transportation a bulk packaging, other than a tank car, which contains a hazardous material, shall affix the placards specified for the material in 172.504 and 172.505
- (b) Each bulk packaging, other than a tank car, that is required to be placarded when it contains a hazardous material, must remain placarded when it is emptied, unless it is-
- (1) Sufficiently cleaned of residue and purged of vapors to remove any potential hazard; or
- (2) Refilled, with a material requiring different placards or no 1 placards, to such an extent that any residue remaining in the packaging is no longer hazardous.
- (c) Exceptions. The folllowing packagings may be placarded on only two opposite sides or, alternatively may be labeled instead of placarded in accordance with subpart E of this part:
- (1) A portable tank having a capacity of less than 3,785 L (1000 gallons);
 - (2) A DOT 106 or 110 multi-unit tank car tank;
- (3) A bulk packaging other than a portable tank, cargo tank, or tank car (e.g., a bulk bag or box) with a volumetric capacity of less thin 18 M3 (640 cubic feet).

[Amdt. 172-123,55 FR 52601, Dec 21, 1990]

172.516 Visibility and display of placards.

- (a) Each placard on a motor vehicle and each placard on a rail car must be readily visible from the direction it faces except from the direction of another motor vehicle or rail car to which the motor vehicle or rail car is coupled. This requirement may be met by the placards displayed on the freight containers or portable tanks loaded on a motor vehicle or rail car.
- (b) The required placarding of the front of a motor vehicle may be on the front of a truck-tractor Instead of or in addition to the placarding on the front of the cargo body to which a truck. tractor is attached.

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- (c) Each placard on a transport vehicle, bulk packaging, freight container or aircraft unit load device must
- (1) Be securely attached or affixed thereto or placed in a holder thereon. (See appendix C to this part.);
- (2) Be located clear of appurtenances and devices such as ladders, pipes, doors, and tarpaulins;
- (3) So far as practicable. be located so that dirt or water is not directed to it from the wheels of the transport vehicle;
- (4) Be located away from any marking (such as advertising) that could substantially reduce its effectiveness, and in any case at least 3 inches (76.0 mm.) away from such marking,
- (5) Have the words or identification number (when authorized) printed on It displayed horizontally, reading from left to right.
- (6) Be maintained by the carrier in a condition so that the format. legibility, color. and visibility of the placard will not be substantially reduced due to damage, deterioration, or obscurement by dirt or other matter.
- (7) Be affixed to a background of contrasting color, or must have a dotted or solid line outer border which contrasts with the background color.
- (d) Recommended specifications for a placard holder are set forth in appendix C of this part. Except for a placard holder similar to that contained in appendix C to this part, the means used to attach a placard may not obscure any part of Its surface other than the borders
- (e) A placard or placard holder may be hinged provided the required format, color, and legibility of the placard are maintained.

[Amdt. 172-29. 41 FR 15996, Apr. 15, 1976, as amended by Amdt. 172-101, 45 PR 74668 Nov. 10. 1980; Amdt. 172-123, 55 FR 52601, Dec. 21. 1990]

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172.519 General specifications for placards.

- (a) Strength and durability. Placards must conform to the following:
- (1) A placard may be made of any plastic, metal or other material capable of withstanding, without deterioration or a substantial reduction in effectiveness, a 30-day exposure to open weather conditions.
- (2) A placard made of tagboard must be at least equal to that designated commercially as white tagboard. Tagboard must have a, weight of at least 80 kg (176 pounds) per ream of 610 by 910 mm (24 by 36-inch) sheets waterproofing materials included. In addition, each placard made of tagboard must be able to pass a 414 kPa (60 p.s.i.) Mullen test.
- (3) Reflective or retroreflective materials may be used on a placard if the prescribed colors, strength and durability are maintained.
- (b) Design. (1) Except as provided in 172.332 of this part, each placard must be as described in this subpart, and except for size and color, the printing, inner border and symbol must be as shown In I 172.521 through 172.558 of this subpart, as appropriate.
- (2) The dotted line border shown on each placard is not part of the placard specification. However, a dotted or solid line outer border may be used when needed to indicate the full size of a placard that is put of a larger format or is on a background of a noncontrasting color.
- (3) For other than Class 7. text indicating a hazard (for example, "FLAMMABLE") Ls not required.
- (4) For a placard corresponding to the primary hazard class of a material. the hazard class or. division number must be displayed in the lower corner of the placard. However, no hazard class or division number may be displayed on a placard corresponding to a subsidiary hazard of the material.
- (c) Size. (1) Each placard prescribed in this subpart must measure at least 273 mm (10.8 inches) on each side and must have a solid line inner border approximately 12.7 mm (0.5 inches) from each edge.
- (2) Except as otherwise provided in this subpart, the hazard claw or division number, as appropriate, must be shown in numerals measuring at least 41 mm (1.6 inches) in height.
- (3) Except as otherwise provided in this subpart, when text indicating a hazard Is displayed on a placard, the printing must be in letters measuring at least 41 mm (1.6 inches) in height.
- (d) *Color*. (1) The background color, symbol, text, numerals and inner border on a placard must be Ls specified in 172.521 through 172.560 of this subpart. Ls appropriate.
- (2) Black and any color on a placard must be able to withstand, without substantial change-

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- (i) A 72-hour fadeometer test (for a description of equipment designed for this purpose, see ASTM G 23-69 or ASTM G 26-70); and (ii) A 30-day exposure to open weather.
- (3) Upon visual examination. a color on a placard must fall within the color tolerances displayed on the appropriate Hazardous Materials Label and Placard Color Tolerance Chart (see 172.407(d)(4)).
- (4) The placard color must extend to the inner border and may extend to the edge of the placard in the area designated on each placard except the color on the CORROSIVE and RA. DIOACTIVE placards (black and yellow, respectively) must extend only to the inner border.
- (e) Form identification. A placard may contain form identification information. including the name of its maker, provided that information is printed outside of the solid line inner border in no larger than 10-point type.
- (f) Exceptions. For a shipment under the provisions of if 171.11. 171.12 or 171.12a of this subchapter, a placard conforming to specifications in the ICAO Technical Instructions, the IMDG Code, or the TDG Regulations, respectively, may be used in place of a corresponding placard which conforms to the requirements of this subpart.

[Amdt. 172-123, 55 PR 52601, Dec. 21, 1990, as amended at 56 FR 66260, Dec. 20, 1991]

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172.521 DANGEROUS placard.

(a) Except for size and color, the DANGEROUS Placard must be as follows



(b) In addition to meeting the requirements of 172.519 and appendix B to this part, the DANGEROUS placard must have a red upper and lower triangle. The placard center area and 1/2-inch (12.7 mm, border must be white. The inscription on must be black with the 1/8-inch (3.2 mm.) border marker in the white area at each end of the inscription red.

[Amdt. 172-29, 41 PR 15996, Apr. 15, 76, as amended by Amdt. 172-29A, 41 FR 40680, Sept. 20,1976]

172.522 EXPLOSIVES 1.1, EXPLOSIVES 1.2 and EXPLOSIVES 1.3 placards.

(a) Except for size and color, the EXPLOSIVES 1.1, EXPLOSIVES 1.2 and EXPLOSIVES 1.3 Placards must be as follows:



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(b) In addition to complying with 172.519 of this subpart, the background color on the EXPLOSIVES 1.1, EXPLOSIVES 1.2, and EXPLOSIVES 1.3 placards must be orange. The "*" shall be replaced with the appropriate division number and, when required, appropriate compatibility group letter. The symbol, text. numerals and inner border must be black.

[Amdt. 172-123, 55 FR 52602. Dec. 21, 1990, as amended at 56 FIR 66260, Dec. 20. 199 1]

172.523 EXPLOSIVES 1.4 placard.

(a) Except for size and color, the EXPLOSIVES 1.4 placard must be as follows:



(b) In addition to complying With 172.519 of this subpart, the back-

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ground color on the EXPLOSIVES 1.4 placard must be orange. The "*" shall be replaced, when required, with the appropriate compatibility group letter. The division numeral, 1.4. must measure at least 64 mm (2.5 inches) in height. The text, numerals and inner border must be black.

[Arndt. 172-123, 55 FR 52602. Dec. 21, 1990, EXP SIVE as amended at 56 FIR 6626 1. Dec. 20, 1991]

172.524 EXPLOSIVES 1.5 placard.

(a) Except for size and color, the EXPLOSIVES $1.5\ \mathrm{placard}\ \mathrm{must}$ be as follows:



(b) In addition to complying with the 172.519 of this subpart, the background color on EXPLOSIVES 1.5 placard must be orange. The "*" shall be replaced, when required. with the appropriate compatibility group letter. The division numeral, 1.5, must measure at least 64 mm (2.5 inches) in height. The text, numerals and inner border must be black.

[Amdt. 172-123, 55 FR 52802. Dec. 21, 1990. as amended at 56 PR 66261, Dec 20, 1991]

172.525 EXPLOSIVES 1.6 placard.

(a) Except for size and color the EXPLOSIVES 1.6 placard must be as follows:

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(b) In addition to complying with 172.519 of this subpart, the background color on the EXPLOSIVES 1.6 placard must be orange. The "*" shall be replaced, when required, with the appropriate compatibility group letter. The division numeral. 1.6, must measure at least 64 mm (2.5 inches) in height. The text, numerals and inner bordest be black.

[Arndt. 172-123. 55 PR 52603, Dec. 21, 1990. as amended at 56 PR 66261. Dec. 20, 1991]

172.526 Standard requirements for the RESIDUE placard.

- (a) Each RESIDUE placard must be as follows:
- (1) Except as provided In paragraph (a)(3) of this section. The lower triangle of the RESIDUE placard must be black and the word "RESIDUE" must be in white letters approximately 25 mm (I inch) high, made with approximately 6.3 mm (0.25 inch) stroke.
- (2) Except for the RADIOACTIVE, EXPLOSIVES 1.1, 1.2, 1.3, 1.4, 1.5 or 1.6, DANGEROUS, or subsidiary placard required by 172.505 of this subpart, the RESIDUE placard may be used to display the appropriate identification number in accordance with the provisions of subpart D of this part.
- (3) For a combustible liquid residue, the lower triangle of the RESIDUE placard must be white and the word "RESIDUE" must be in black letters.
 - (4) Otherwise, the RESIDUE placard must be as specified in

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172.519, 172.528, 172.530, 172.532, 172.542, 172.544, 172.546, 172.547, 172.548, 172.550, 172.552, 172.553, 172.554, 172.558 and 172.560 as appropriate for the residue of the hazardous material being transported and required by this subchapter to be placarded. No other placard may be used as a RESIDUE placard.

(b) The lower part of each placard must be specified in appendix B to this part and as illustrated on the FLAMMABLE-RESIDUE placard which, except for size and color, must be as follows:

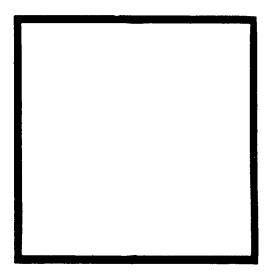


- (c) The RESIDUE placard must be as shown in paragraph (b) of this section and may be-
- (1) A separate placard,
- (2) On the reverse side of a placard, or
- (3) A composite made according to the specifications in this section. The lower triangle of the appropriate placard should have a black triangle bearing the word RESIDUE in white letters with: the appropriate hazard class number in white.

[Amdt. 172-98, 50 FR 3907, Sept. 26, 1985, as amended by Amdt. 172-104. 51 FR 23079, June 25, 1986, Amdt. 172-106, 51 FIR 34987, Oct. 1, 1986. Redesignated by Amdt. 172123, 55 PR 52603. Dec. 21, 1990, and amended at 56 PR 66261, Dec. 20, 1991]

172.527 Background requirements for certain placards.

(a) Except for size and color, the square background required by 172.510(a) for certain placards on rail cars, and 172.507 for placards on motor vehicles containing a package of highway route controlled quantity radioactive materials, must be as follows:



(b) In addition to meeting the requirements of 172.519 for minimum durability and strength, the square background must consist of a white square measuring 141/4 inches (362.0 mm.) on each side surrounded by a black border extending to 151/4 inches (387.0 mm.) on each side.

(49 U.S.C. 1803, 1804. 1808; 49 CFR 1.53, app. A to part 1)

[Amdt. 172-29. 41 PR 15996, Apr. 15, 1976, as amended by Amdt. 172-64. 46 FR 5316, Jan 19, 1981; Amdt 172-78, 48 FR 10226. Mar. 10, 1983]

172.528 NON-FLAMMABLE GAS placard

(a) Except for size and color, the NON-FLAMMABLE GAS placard must be as follows:



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(b) In addition to complying with () 172.519, the background color on the NON-FLAMMABLE GAS placard must be green. The letters in both words must be at least 38 mm (1.5 inches) high. The symbol, text, class number and inner border must be white.

[Amdt. 172-123, 56 FR 66261, Dec. 20, 1991]

() 172.532 FLAMMABLE GAS placard.

(a) Except for size and color, the FLAMMABLE GAS placard must be as follows:

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(b) In addition to complying with () 172.519, the background color on the FLAMMABLE GAS placard must be red. The symbol, text, class number and inner border must be white.

[Amdt. 172-123, 56 FR 66262, Dec. 20, 1991]

- () 172.530 OXYGEN placard.
- (a) Except for size and color, the OXYGEN placard must be as follows:



(b) In addition to complying with () 172.519 of this subpart, the background color on the OXYGEN placard must be yellow. The symbol, text, class number and inner border must be black.

[Amdt. 172-123, 56 FR 66262, Dec. 20, 1991]

- () 172.536 [Reserved]
- () 172.540 POISON GAS placard.
- (a) Except for size and color, the POISON GAS placard must be as follows:



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The symbol, text, class number and inner border must be white.

(c) The word "GASOLINE" may be used in place of the word "FLAMMA-BLE" on a placard that is displayed on a cargo tank or a portable tank being used to transport gasoline by highway. The word "GASOLINE" must be shown in white.

[Amdt. 172-123, 56 FR 66262, Dec. 20, 1991]

- () 172.544 COMBUSTIBLE placard.
- (a) Except for size and color, the COMBUSTIBLE placard must be as follows:



(b) In addition to complying with () 172.519, the background color on the POISON GAS placard must be white. The symbol, text, class number and inner border must be black.
[Amdt. 172-123, 56 FR 66262, Dec. 20, 1991]

- () 172.542 FLAMMABLE placard.(a) Except for size and color, the FLAMMABLE placard must be as follows:
- (b) In addition to complying with () 172.519, the background color on the COMBUSTIBLE placard must be red. The symbol, text, class number and inner border must be white. On a COMBUSTIBLE placard



(b) In addition to complying with () 172.519, the background color on the ${\it FLAMMABLE}$ placard must be red.

with a white bottom as prescribed by
() 172.332(c)(4), the class number must
be red or black.

be red or black.

(c) The words "FUEL OIL" may be used in place of the word "COMBUS-TIBLE" on a placard that is displayed on a cargo tank or portable tank being used to transport by highway fuel oil that is not classed as a flammable liquid. The words "FUEL OIL" must be white.

[Amdt. 172-123, 56 FR 66262, Dec. 20, 1991]

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- () 172.546 FLAMMABLE SOLID placard.
- (a) Except for size and color, the FLAMMABLE SOLID placard must be







- (b) In addition to complying with () 172.519, the background on the FLAMMABLE SOLID placard must be white with seven vertical red stripes. The stripes must be equally spaced, with one red stripe placed in the center of the label. Each red stripe and each white space between two red stripes must be 25 mm (1.0 inches) wide. The letters in the word "SOLID" must be at least 38.1 mm (1.5 inches) high. The symbol, text, class number and inner border must be black. [Amdt. 172-123, 56 FR 66263, Dec. 20, 1991] () 172.547 SPONTANEOUSLY COMBUS-TIBLE placard.
- (a) Except for size and color, the SPONTANEOUSLY COMBUSTIBLE

placard must be as follows:

complying with

color on the

(b) In addition to complying with () 172.519, the background color on the SPONTANEOUSLY COMBUSTIBLE placard must be red in the lower half and white in upper half. The letters in the word "SPONTANEOUSLY" must be at least 25 mm (0.98 inches) high. The symbol, text, class number and inner border must be black.

[Amdt. 172-123, 56 FR 66263, Dec. 20, 1991]

- () 172.548 DANGEROUS WHEN WET placard.
- placara.

 (a) Except for size and color, the DANGEROUS WHEN WET placard must be as follows:

I2551*IMAGES:

- (b) In addition to
- () 172.519, the background

DANGEROUS WHEN WET placard

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must be blue. The letters in the words "WHEN WET" must be at least 25 mm (1.0 inches) high. The symbol, text, class number and inner border must be white.

[Amdt. 172-123, 56 FR 66263, Dec. 20, 1991]

() 172.550 OXIDIZER placard.







- (a) Except for size and color, the OXIDIZER placard must be as follows:
 - (b) In addition to complying with
- () 172.519, the background color on the ORGANIC PEROXIDE placard must be yellow. The symbol, text, division number and inner border must be black.

[Amdt. 172-123, 56 FR 66263, Dec. 20, 1991]
() 172.553 KEEP AWAY FROM FOOD placard.

- (a) Except for size and color, the KEEP AWAY FROM FOOD placard $\,$
 - (b) In addition to complying with must be as follows:
 - () 172.519, the background color on the

OXIDIZER placard must be yellow.

The symbol, text, division number and inner border must be black.

[Amdt. 172-123, 56 FR 66263, Dec. 20, 1991]

- () 172.552 ORGANIC PEROXIDE placard.
- (a) Except for size and color, the ORGANIC PEROXIDE placard must

be as follows:

- (b) In addition to complying with
- () 172.519, the background on the

KEEP AWAY FROM FOOD placard

must be white. The size of the letter-

ing below the word "HARMFUL"

must be proportional to that shown.

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The symbol, text, class number and complying with

inner border must be black.

color on the RADIOACTIVE placard must be

[Amdt. 172-123, 56 FR 66263, Dec. 20, 1991] white in the lower portion with a yellow triangle in the upper portion.

() 172.554 POISON placard. The base of the yellow triangle must be 29 mm 5mm (1.1 inches z0.2 (a) Except for size and color, the inches) above the placard horizontal

POISON placard must be as follows: center line. The symbol, text, class number and inner border must be black. [Amdt. 172-123, 56 FR 66264, Dec. 20, 1991]

() 172.558 CORROSIVE placard. (a) Except for size and color, the CORROSIVE placard must be as follows:



(b) In addition to complying with() 172.519, the background on the

I2556*IMAGES:

(b) In addition to

() 172.519, the background

POISON placard must be white. The symbol, text, class number and inner border must be black.

[Amdt. 172-123, 56 FR 66264, Dec. 20, 1991]

- () 172.556 RADIOACTIVE placard.
- (a) Except for size and color, the RADIOACTIVE placard must be as

follows:
complying with

(b) In addition to

() 172.519, the background color on the CORROSIVE placard must be black in the lower portion with a white triangle in the upper portion. The base of the white triangle must be 38 mm 5mm (1.5 inches 0.2 inches) above the placard horizontal center line. The text and class number must be white. The symbol and inner border must be I2557*IMAGES: black.

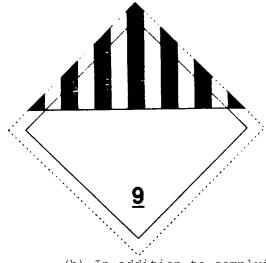
[Amdt. 172-123, 56 FR 66264, Dec. 20, 1991]

() 172.560 CLASS 9

placard. (a) Except for size and color the CLASS 9 (miscellaneous hazardous materials) placard must be as follows:

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() 172.600 49 CFR Ch. I (12-31-91 Edition)



(b) In addition to complying with () 172.519, the background on the CLASS 9 placard must be white with seven black vertical stripes on the top half. The black vertical stripes must be spaced so that, visually, they appear equal in width to the six white spaces between them. The lower half of the placard must be white with the class number 9 underlined and centered at the bottom.

[Amdt. 172-123, 56 FR 66264, Dec. 20, 1991]

Standard Form for the Handling of Concealed Less and Concealed Demage Claims

CONSIGNEE'S FORM

Information Required From Countgam in Support of Claim for Countend Loss or Concessed Damage

dhapper's Class No.	Consessor's Claim No. B-15770553		
Description	Description of Skingwest		
Point of Origin NAD Crane, Indiana Date Received & November 1982 Mapper Naval Ammunition Depot, Crane Commodity 2C MM Cartridges (Ammunition:	Portsmouth, Virginia Number of Publication Commune USCG Support Center for Cannon with explosive)		
I When (date and hour) was shipment received at your	4 November 1982 (0500)		
E. On what date was surner notated of loss or damage? .	November 1982		
Sealed	k. 3 lemage to contents (strapped, conicd, or otherwise)?		
If receives of rectaper at time of such examination a indicated no apparent damage.	succeed south of less or damage, explana fully Containers		
10 If readules of contents or interior packing indicated in projectiles loose in cases, fused proj roughly thrown about making projectile if if properly received and set all contents to tapacity,	ectiles showed evidence of having been status to the status of the statu		
12 What condition of container or contents indicated that Evidence of impac	HOSE OF GRANDER SECRETARY ASSESSED IN DESCRIPTION OF AN ADMINISTRAL		
I harshy sartify the faregoing statement of facts to be to	ree is every partecular.		
USCG Support Center,	Portsmouth, Richard Ros, School Se		
Date November 29	0.0		

STANDARD FORM FOR THE HANDLING OF CONCEALED LOSS AND CONCEALED DAMAGE CLAIMS

CONSIGNEE'S FORM

i bulgramities required from Geneticion in experi	gri of Chink for Commissi Loui of Commissi Discretory
Shipper's Claim No	Conagner's Claim No. B-30* \$2973
Point of Origin Clintonville, Wissonsin Date Reserved 15 November 1981 Shipper Material Handling Equipment Co. Commodity Utility and Portable Platform	N OF SHIPMENT Description Brooklyn NY Number of Packages 12 Consigner USCG Supply Center Trucks
1. When (date and hour) was shipment received at you	or place of bostness? 10 December 1981
Name of trackmen? None What protection was given shipment while in possess	nion of truckment
4. If not received by truckman, state how received	by trap car at siding
5. On what date was loss or damage dissovered?2	O December 1981
6. On what date was carrier notified of loss or damage!	20 December 1981
7. Kind of container?	Crates
*· · · · · · · · ·	er damage to contents (strapped, scaled, or otherwise)?
9. Was container examined before opening?Yes	Or after opening? also after opening
10. If condition of container at time of such communation Slats on crates loose	indicated cause of loss or damage, explain fully
11. If sondition of contents or interior pasking indicated 4 platform trucks wheel shafts ben	
12. If property received did not fill container to especit	y, what material corupsed the remaining space?
*13. State whether or not shipment was insured against l	oss or damage while in transit over any portion of the route
*14. If insured, state whether any provision of the insura	not policy covers carrier's liability
* Applicable to import and nonetwise abipments only.	
15 What condition of container or contents indicated th	at loss or damage occurred while is possession of carriers?
Rough handling in transitaleding a	hifted in car
I hereby earlify the foregoing statement of facts to Dated as USCG Supply Center, Bro	// # //
•	Height fractic orgicer

TRANSPORTATION DISCREPANCY REPORTING (SEE CHAPTER 17)

A. Procedures. The attached Exhibit A is extracted from the Federal Property Management Regulations (FPMR) (Subpart 101-40.7), Reporting and Adjusting Discrepancies in Government Shipments. These regulations provide procedures for reporting and adjusting overages, shortages, losses, damages, and other discrepancies between the quantity or condition of property in shipments received from commercial carriers and the quantity or condition of that property as shown on the covering bill of lading or other transportation document. Personnel responsible for completing the Transportation Discrepancy Report (TDR) (SF-361) must be familiar with FPMR 101-40.7 and enclosure (17) to this manual.

() 101-40.700

destruction of records, making false statements, or receiving stolen property; or

- (4) Commission of any other offense indicating a lack of business integrity or business honesty that seriously and directly affects the present responsibility of the carrier as a transporter of the Government's property or the household goods of its employees relocated in the interest of the Government
- (b) Indictment for any of the causes in paragaph (a) of this section constitutes adequate evidence for suspension;
- (c) The suspending official, may upon adequate evidence also suspend a carrier for any other cause of so serious or compelling a nature that it affects the present responsibility of a carrier; or
- (d) A carrier may be suspended for any of the above causes based on a suspension by another agency where the original suspension does not have Governmentwide effect.

[51 FR 24340, July 3, 1986]

Subparts 101-40.5--101-40.6 [Reserved]

Subpart 101-40.7--Reporting and Adjusting Discrepancies in Government Shipments

Source: 32 FR 8965, June 23, 1967, unless otherwise noted.

() 101-40.700 Scope of subpart.

This subpart prescribes regulations and procedures for reporting and adjusting overages, shortages, losses, damages, and other discrepancies between the quantity or condition of property in shipments received from commercial carriers and the quantity or condition of that property as shown on the covering bill of lading or other transportation document. (Specific additional requirements for reporting discrepancies in shipments received from GSA or DOD are set forth in the GSA handbook, Discrepancies of Deficiencies in GSA or DOD Shipments, Materials, or Billings, issued pursuant to Subpart 101-26-8.) [42 FR 25858, May 20, 1977]

41 CFR Ch. 101 (7-1-90 Edition) () 101-40.701 !Receipt of shipment from carrier.

When accepting delivery of a shipment from the carrier, a careful inspection and check shall be made of the quantity and condition of the property received, and an accurate record shall be made and kept of any discrepancies or variations between the data shown on the covering bill of lading or other transportation document and the quantity and condition of property actually received. When an overage, shortage, loss, damage, or other discrepancy is noted upon receipt of shipment, a discrepancy report shall be prepared as required in () 101-40.702-3. A damaged shipment shall not be rejected regarless of the degree of damage or the contract delivery terms, except as indicated in () 101-40.704-1 (c). The consignee shall take reasonable precautions to protect the damaged property in order to mitigate the losses to the carrier. Care shall be taken to preserve the contents, the original package, and the packing material pending completion of inspection by the carrier. Where applicable, the following actions shall be taken in checking and documenting delivery conditions;

- (a) When a shipment is received in a closed conveyance, a notation shall be made on the carrier's delivery receipt or freight bill and on the consignee's copy of the delivery receipt or freight bill of the number and condition of any seals; i.e., intact, broken, or missing, on the carrier's conveyance and whether the shipment was propertly loaded, stowed, blocked, and braced.
- (b) On shipments other than in bulk, the number of pieces or packages in the shipment shall be physically counted and recorded by means of a stoke tally or other appropriate method.
- (c) A notation shall be made on the carrier's delivery receipt, if available, and the consignee's copy of the delivery receipt or freight bill of the condition of the railcar, motor vehicle, container or other conveyance with particular attention to any circumstance that might contribute to loss or damage; e.g., loose flooring or lides or protruding nails or bolts. When there

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Federal Property Management Regulations is suspicion or evidence of damage to an ocean shipment, the ocean carrier or his agent shall be requested to fur-

or his agent shall be requested to furnish details concerning the manner of stowage of the shipment aboard the vessel.

(d) If a shipment is received in apparent bad order; e.g., if the load is shifted or jumbled or containers are broken or leaking, photographs of the damaged freight and/or of conditions of loading which might have contributed to the damage shall be made, whenever possible, for use as documentary evidence in the event of a claim. Each photograph shall be marked indelibly with the Govermment or commercial bill of lading number, the ocean or international air bill of lading number and/or the carrier's delivery receipt number, the vehicle identification number or vessel's name, and the date the photograph was taken. Photographs of damaged shipments delivered by ocean carriers shall be made at the ocean carrier's terminal prior to accepting the ship-

[38 FR 28679, Oct. 16, 1973. as amended at 42 FR 25859, May 20, 1977]

() 101-40.702 Documenting and reporting discrepancies.

[42 FR 25859, May 20, 1977]

() 101-40.702-1 Exception on carrier's delivery receipt.

(a) Before signing the carrier's delivery receipt, the Government consignee (or representative) shall note on the receipt specific details regarding the nature and extent of all apparent overages, shortages, losses, damages, or other discrepancies between the quantity and condition of the property as receved and as shown on the covering bill of lading or other transportation document. Any notation placed on the carrier's delivery receipt shall also be shown on the consignee's copy of the delivery receipt or freight bill. The consignee shall sign and date these notations and request the carrier's driver or representative also to sign the notations.

(b) In the instance of an ocean shipment, placing an exception on the carrier's delivery receipt is not necessary if the condition of the shipment has been the subject of a joint survey or inspection; that is, if representatives of the carrier and the consignee jointly surveyed or inspected the shipment while it was still in the possession of the carrier, and a copy of the joint

() 101-40.702-2

while it was still in the possession of the carrier, and a copy of the joint report signed by both representatives is in the possession of the consignee (46 U.S.C. 1303 (6)).

[38 FR 28679, Oct. 16, 1973, as amended at 42 FR 25859, May 20, 1977]

() 101-40.702-2 Discrepancies in Government bill of lading shipments.

- (a) When a shipment is made on a Standard Form 1103, U.S. Government Bill of Lading, or on a Standard Form 1203, U.S. Government Bill of Lading-Privately Owned Personal Property. the consignee shall make certain the Government bill of lading number is shown on both the carrier's delivery receipt and the consignee's copy of the delivery receipt. When a shipment is made on a commercial bill of lading to be converted to a Government bill of lading, in which case the Government bill of lading number would not normally be known at the time of delivery, the consignee shall sign the delivery receipt and enter the Government bill of lading number, when it becomes available, on the consignee's copy of the delivery receipt.
- (b) When a discrepancy occurs in a shipment made on a Government bill of lading, appropriate notations shall be made on the delivery receipt as required in () 101-40.702-1 and a discrepancy report shall be prepared as required in () 101-40.702-3.
- (c) The agency responsible for payment of freight charges, as identified in the "Charges to be billed to" space on the Government bill of lading, is usually also responsible for determining carrier liability (see () 101-40.707-2) and processing claims (see () 101-40.710). The consignee shall forward a dicrepancy report and copies of supporting documents; e.g., delivery receipts, photographs, and carrier's inspection reports, to that agency, to the shipper at the address shown on the Government bill of lading, and to any other addresses as may be required by the agency's regulations. In addition, copies of discrepancy reports and sup-

() 101-40.702-3

porting documents relating to special categories of property shall be forwarded to appropriate offices as required in () 101-40-702-3 (c), (d), and (e).

[42 FR 25859, May 20, 1977, as amended at 51 FR 24341, July 3, 1986]

() 101-40-702-3 Preparation of a discrepancy report.

(a) When the total value of the loss, damage, shortage, or other discrepancy, or the value of repairs or replacement, including unearned freight charges, where applicable, on a single bill of lading or other transportation document, does not exceed \$50, Government agencies are authorized, but not required, to observe a minimum of \$50 or less in processing loss and damage claims against carriers or forwarders and to absorb losses of \$50 or less.

(b) When the total value of the loss, damage, shortage, or other discrepancy, or the value of repairs or replacement, including unearned freight charges, where applicable, on a single bill of lading or other transportation document exceeds \$50 or the minimum (i.e., \$50 or less) set by the agency, the receiving activity shall prepare Standard Form 361, Transportation Discrepancy Report, as soon as possible, but not later than 45 calendar days after receipt of the shipment or discovery of the discrepancy. Every effort shall be made to renconcile overages or shortages within 15 calendar days after discovery. (Suspected pilferage, theft, or loss during transit of narcotics, hazardous articles, or sensitive materials, regardless of dollar value, shall be reported to the appropriate agencies within 24 hours in accordance with paragraphs (c), (d), and (e) of this section.) Any photographs taken as documentary evidence (see () 101-40. 701(d)) should be attached to the discrepancy report to support claim action. Standard Form 361 (SF 361) (see () 101-40.4901) is approved by the Office of Management and Budget under OMB reports control number 3090-0093. Guidelines for the preparation of SF 361 are contained in () 101-40.4901-361-1. (See the GSA handbook, Discrepancies or Deficiencies in GSA or DOD Shipments, material, or

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Billings (Subpart 101-26.8) for specific requirements for reporting discrepancies in shipments from GSA or DOD.)

- (c) Pilferage, theft, or loss, regardless of dollar value, occurring in a shipment of narcotics or other controlled substances (as identified in 21 CFR 1308.11 through 1308.15), shall be reported by telephone within 24 hours after discovery to the agency or activity responsible for the shipment, and SF 361 shall be prepared and distributed innediately to any addressees as may be required by the agency's regulations. In addition, persons who are registered with the Drug Enforcement Administration (DEA) pursuant to 21 CFR Part 1301 are required to complete DEA Form 106, Report of Theft or Loss of Controlled Substances, as prescribed in 21 CFR 1301.74(c).
- (d) Pilferage, theft, or loss regardless of dollar value, occurring in a shipment of ammunition, explosives, or other hazardous articles (as identified in 49 CFR Part 172) shall be reported by telephone within 24 hours after discovery to the agency or activity responsible for the shipment. In addition, SF 361 shall be prepared and distributed immediately to any addresses as may be required by the agency's regulations.
- (e) Pilferage, theft, or loss, regardless dollar value, occurring in a shipment of (1) security classified material, (2) protected (sensitive) material; e.g., small arms, which are highly pilferable and have a ready use during civil disturbances or a sale potential in illicit markets, or (3) protected (controlled) material; e.g., money, negotiable instruments, precios metals, or alcoholic beverages, shall be reported by telephone within 24 hours after discovery to the agency responsible for the shipment. In addition, a written discrepancy report shall be prepared and distributed immediately.

[42 FR 25859, May 20, 1977, as amended at 43 FR 24063, June 2, 1978; 51 FR 24341, July 3, 1986; 51 FR 27539, Aug. 1, 1986; 52 FR 21034, June 4, 1987]

Federal Property Management Regulations () 101-40.703 Notification of carrier.

- () 101-40.703-1 [Reserved]
- () 101-40.703-2 Notice of visible loss, damage, or shortage.
- (a) Usually, it is sufficient to notify the last line-haul or delivering carrier (not a drayage or switching carrier) of a shipment discrepancy by annotatings the carrier's delivery receipt. This notation shall be entered on the consignee's copy of the delivery receipt. When the carrier's delivery receipt is not available at the time of delivery of the shipment, notification shall be made within 24 hours by telephone to the nearest office of the delivering carrier to provide the carrier an opportunity, if desired, to verify the loss, damage, or shortage. Except as provided in () 101-40.702-3(a), in every instance or damage or shortage, the agency shall notify the carrier on SF 361 within 7 calendar days of receipt of the shipment and invite the carrier to perform an inspection, except in those instances where it is known that the total amount of damage or shortage, or the value of repairs or replacement, including unearned freight charges, on a single bill of lading or other transportation document, does not exceed \$50. If the carrier waives the opportunity to perform and inspection, the responsible Government employee receiving the shipment shall make a written record of the waiver, including the date the request for inspection was made and the name of the carrier representative who was contacted and waived inspection. In the instance of an international shipment by an ocean or air carrier, SF 361 shall be furnished the carrier before the property is removed from the carrier's possession, except as provided in ()101-40.702-1 (b).
- (b) If the damaged property is of a perishable nature or is in such a condition as to be potentially injurious to life, health, or property, prompt notification to the carrier shall be made by telephone and confirmed in writing. If the carrier fails to perform a timely inspection and to participate in the disposition proceedings, necessary steps shall be taken to dispose of the property in a manner which will miti-

% () 101-40.703-3 gate the loss to the carrier and avoid

injury to other property or persons.

(c) In the instance of a domestic shipment, if the lost or damaged shipment involves nonperishable material, the property shall be held for a reasonable time (usually 5 workdays after notification) to allow the carrier time to complete inspection.

- (d) When an entire shipment is lost, the consignee shall notify the origin carrier by telephone and use SF 361 to confirm the notification.
- [42 FR 25860, May 20, 1977, as amended at
 51 FR 24341, July 3, 1986; 51 FR 27539, Aug.
 2, 1986]

() 101-40.703-3 Notice of concealed loss, damage, or shortage.

(a) Domestic shipments. When loss, damage, or shortage that was not apparent at the time of delivery is subsequently discovered, and the total amount of loss, damage, or shortage, including unearned freight charges, where applicable, on a single bill of lading or other transportation document, is known to exceed \$50 or the amount (\$50 or less) set by the agency pursuant to () 101-40.702.3(a), the delivering carrier (not a drayage or switching carrier) shall be notified by telephone and requested to inspect the property involved. Unless there are extenuating circumstances, the notification and request for inspection shall be made by telephone not later than 15 calendar days from the date of receipt of the shipment and confirmed on SF 361. SF 361 shall include the date the telephone request for inspection was made and the name of the carrier's representative who was contacted. A copy of the notification and request for inspection shall be retained for possible claim purposes, Wrappings, packing materials, and any unopened packages shall be retained for the carrier's inspection. A copy of the carrier's inspection report shall be requested fof use in determining liability or preparing a claim. If the carrier fails to make an inspection within a reasonable time as stated in () 101-40.703-2(c), or if the carrier waives the opportunity to perform an inspection, the carrier shall furnish an oral or written waiver as provided in SF 361.

() 101-40.704

(b) International shipments. When loss, damage, or shortage that was not apparent at the time of removal of the property from the carrier's possession is subsequently discovered when the packages are opened, the carrier shall be notified promptly in writing using SF 361. When an ocean carrier is involved, the written complaint shall be given to the carrier or its agency at the port of discharge within 3 calendar days of delivery (46 U.S.C. 1303(6)). When an international air carrier is involved, a written complaint to the carrier shall be given within 14 calendar days of receipt of the property (Article 26 of the Warsaw Convention, 49 Stat. 3020, as interpreted and applied by the Civil Aeronautics Board in its Order 78-8-10 of August 3, 1978). Written notice to ocean and international air carriers shall indicate a reasonable period of time for inspecting concealed loss or damage.

[51 FR 24342, July 3. 1986; 51 FR 27539, Aug. 2, 1986, as amended at 52 FR 21034, June 4, 1987]

() 101-40.704 Disposition of damaged property.

() 101-40.704-1 Transportation for account of the Government.

- (a) Repair and utilization. Where damaged property can be repaired economically and satisfactorily, arrangements shall be made by the Government agency paying the transportation charges, or its authorized representative, to have the repairs effected and to claim against the carrier for the costs thereof. Alternatively, the carrier may be allowed to perform the repairs or make the necessary arrangements therefor, subject to inspection and acceptance by Government agency inspectors or other designated representatives. However, in no case shall property subject to security regulations be released to the carrier or to any unauthorized personnel for repair.
- (b) Allowance for damage. When the agency finds it not desirable or feasible to make repairs immediately, and the carrier soes not make repairs, the amount of damage or the cost of making repairs in the future may be determined by appropriate means (e.g., by mutual agreement of repre-

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sentatives of the carrier and the Goverment or by estimates obtained from qualified and disinterested parties).

- (c) Rejection. (1) Property may be rejected to the carrier and claim made for its full value only when it has been damaged to the extent that it has no salvage value or it is not economically repairable; that is, the cost of repairs would exceed the appraised value of the repaired item (see exception in paragraph (c) (3) of this section).
- (2) When it is determined that property has been damaged to the extent that it has no salvage value or is not economically repairable, and that it can be abandoned, the carrier shall be notified promptly of the location of the rejected property and shall be requested to make appropriate disposition of it.
- (i) If the carrier refuses to accept the rejected property, the agency shall request, in writing, that the carrier furnish a written statement of the reason for refusing the property. Upon receipt of the written refusal, the agency shall take appropriate action to dispose of the rejected property; or
- (ii) If the carrier fails to make appropriate disposition of the rejected property within a reasonable length of time the agency shall notify the carrier, in writing, that the property will be disposed of by the agency without further delay.
- (3) Property which is designated Top Secret, Secret, or Confidential, or property which, for any reason, cannot be abandoned in the best interests of the Government, shall not be rejected to the carrier, regardless of the extent of damage.

[32 FR 8965, June 23, 1967, as amended at 51 FR 24342, July 3, 1986]

() 101-40.704-2 Transportation for account of the supplier.

When the transportation is performed by the carrier for the supplier rather than for the Government (e.g., when property is purchased f.o.b. destination), accurate notations of discrepancies shall be made on the carrier's delivery receipt and the consignee's copy of the carrier's delivery receipt or freight bill to assist the sup-

Federal Property Management Regulations plier in filling claims for transportation losses. The carrier's driver or representative shall be requested to sign the notations of discrepancies. Prompt notification of SF 361 shall be furnished to the supplier or to the agency contracting officer as individual agency regulations may provide. The notification shall include supporting documents; i.e., a copy of the annotated delivery receipt, photos, carrier's inspection report, or written waiver. (See Discrepancies or Deficiencies in GSA or DOD Shipments, Material, or Billings (FPMR 101-26.8) with regard to damage to stock or nonstock items procured from GSA for direct delivery.)

[51 FR 24342, July 3, 1986]

() 101-40.705 Disposition of overages and astray or misconsigned shipments.

- (a) When the number of packages offered for delivery is more than that shown on the applicable bill of lading or other transportation document and when all packages are marked for the consignee, the overages shall be accepted. The consignee shall attempt to reconcile overages and astray freight with corresponding shortages associated with other shipments received at that activity.
- (b) If excess freight on one bill of lading is identical with a reported shortage on amother bill of lading, the excess or overage shall be used to offset the reported shortage. If excess freight cannot be identified or used to offset other shortages within 7 calendar days after the date of discovery, the consignee shall use SF 361 to request disposition instructions from the consignor or shipper and shall convey these instructions to the delivering carrier.
- (c) If a carrier attempts to deliver a shipment containing packages which are marked for another consignee or which cannot otherwise be identified, the misdirected or astray packages shall not be accepted.
- [42 FR 25860, May 20, 1977, as amended at 51 24342, July 3,1986]

- () 101-40.706 [Reserved]
- () 101-40.707 Determining liability for discrepancies.

() 101-40.707-2

() 101-40.707-1 Transportation for account of the supplier.

When the transportation is performed by the carrier for the supplier rather than for the Government (e.g., when the property is purchased f.o.b. destination), determination of liability for discrepancies in shipment will be resolved between the carrier and the supplier. However, in such instances the Government receiving activity shall make accurate notations of discrepancies on the carrier's delivery receipt or freight bill, and shall use SF-361 to funish a report of the discrepancies to the supplier, or to the agency contracting officer as individual agency regulations may provide, to assist the supplier in resolving the discrepancies. The report shall include supporting documents; i.e., a copy of the annotated delivery receipt, photos, inspection report, or written waiver.

[51 FR 24342, July 3, 1986]

() 101-40.707-2 Transportation for account of the Government.

Determination of liability for discrepancies shall be the responsibility of the Government agency paying the transportation charges (a) in all instances where a shipment is made on a Government bill of lading, commercial bill of lading to be converted to a Government bill of lading, commercial bill of lading bearing a notation that charges will be borne by the U.S. Government, commercial bill of lading under commercial forms and procedures for small shipments (see () 101-41.304-2), or purchase order for local drayage, and (b) in other instances where the Government assumes the risk for loss and damage at origin; i.g., when property is purchased f.o.b. origin, freight prepaid. While no precise formula can be prescribed for agencies to follow in determining whether liability for loss and damage rests with the carrier, the shipper, or a third party, an analysis shall be made of all the pertinent factors and circumstances involved, including, when

Exhibit A

() 101-40.709

appropriate, consideration of the following;

- (1) Type and adequacy of the packing and packaging.
- (2) Adequacy of marking, including precautionary markings for fragile or dagerous cargo.
- (3) Condition of the package, including any indications of rough handling or pilferage.
 - (4) In case of load lots;
- (i) Condition of the vehicle, whether dirty, contaminated, unsafe, structurally defective, appropriate type, etc.;
- (ii) Identification and condition of seals on conveyances and by whom applied;
- (iii) Manner of loading, stowing, blocking, and bracing; and
- (iv) Determination as to whether loading was performed by shipper or carrier.
 - (5) Tally records and how compiled.
 - (6) Phorographic evidence.
 - (7) Expert or professional appraisals.

[32 FR 8965, June 23, 1967, as amended at 42 FR 25861, May 20, 1977]

() 101-40.708 [Reserved]

() 101-40.709 Time limitations for filing claims.

Government agencies shall take prompt action to recover amounts due the United States as a result of discrepancies in delivery, in accordance with time limitations established by the bill of lading or other contracts of carriage, or by statute. The following are examples of such time limitations:

(a) Domestic shipments. (1) Claims for loss or damage to shipments transported by carriers subject to the Revised Interstate Commerce Act (49 U.S.C. 10101, et. seg., Pub. L. 95-473, October 17, 1978, as amended) shall be filed within the specidied limits required by law, the terms of the bill of lading or other contract of carriage, and all tariff provisions applicable thereto. Pursuant to 49 U.S.C. 11707(e), bills of lading normally issued by rail and motor carriers specify that written claim be made upon the carrier within 9 months after delivery of property damaged or within 9 months following the time when delivery of property should have been made, and that suit shall be instituted

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within 2 years from the date the carrier or its agent notifies the claimant in writing that the specidied claim is disallowed in whole or in part. Neither limitation is applicable to shipments made on Government bills of lading, or commercial bills of lading to be converted to Government bills of lading, or commercial bills of lading subject to the terms of the Government bill of lading. (See () 101-41.302-3(g) for exemption authority.)

- (2) Claims for loss or damage to shipments moving by domestic air carriers sahll be filed within the limits prescribed on individual carrier's air waybills.
- (b) Ocean shipments. The Carriage of Goods by Sea Act (46 U.S.C. 1303(6), as amended) imposes a 1-year limitation for bringing court action against ocean carriers for loss or damage.
- (c) International air shipments. Complaints of loss or damage shall be submitted in writing to the international air carrier within the following time limits set by Article 26 of the Warsaw Convention (49 Stat. 3020, as amended):
- (1) Claims for visible damage to goods must be filled as soon as possible following discovery of the damage but within 14 days from receipt of the
- (2) Claims for other damage to goods must be filed within 14 days from the receipt of goods;
- (3) Claims for nondelivery of goods must be filled within 120 days from the date of the issue of the air waybill;
- (4) A 2-year limitation is imposed by Article 29 of the Warsaw Convention (49 Stat. 3021) for bringing court action against the carrier for loss or damage to international air shipments.
 - (d) International air shipments, A 2year limitation is imposed by Article 29 of the Warsaw Convention (49 Stat. 3000) for bringing court actions against air carriers for loss or damage to international air shipments.
 - [32 FR 8965, June 23, 1967, as amended at 51 FR 24342, July 3, 1986]

Federal Property Management Regulations () 101-40.710 Processing claims against

(a) When the transportation is for the account of the Government (see () 101-40.707-2) and when it is determined that the carrier is responsible for loss of damage to a shipment (other than household goods), a claim shall be prepared on Standard Form 362, U.S. Government Freight Loss/ Damage Claim, and forwarded in duplicate to the appropriate carrier with the necessary supporting documents; e.g., delivery receipts, photographs, inspection reports, except as otherwise provided in () 101-40.711. (See 49 CFR Parts 1005 and 1056 for additional regulations concerning processing of claims against carriers subject to the Revised Interstate Commerce Act.) Standard Form 362 (see () 101-40.4901) is approved by the Office of Management and Budget under OMB control number 3090-0113.

(b) Claims for loss and damage to household goods shipments moving on a GBL shall be prepared on claim forms furnished by the carriers.

- (c) The appropriate carrier against which the claims shall be filed is-
- (1) Usually the destination line-haul carrier (not the drayage company or switching carrier performing the delivery service for the destination line-haul carrier) in instances of domestic freight shipments made on Standards Form 1103 or a commercial bill of lading converted to a Government bill of lading or subject to the terms and conditions of the government bill of lading;
- (2) The household goods carrier specified on Standard Form 1203; or
- (3) Usually the origin carrier on ocean or international air shipments. When it is conclusively known on which carrier's line the loss or damage occurred, the claim may be filed against that carrier. When no part of the shipment has been delivered, the claim would normally be filled against the carrier which accepted the shipment.

[51 FR 24343, July 3, 1986; 51 FR 27539, Aug. 2, 1986]

 $\hspace{1.5cm} \hbox{() 101-40-711 Collection of claims.}$

() 101-40.711-1 Claims against domestic carriers.

Formal claims (Standard Form 362 with supporting documents) shall be filed with domestic carriers within the time limits noted in () 101-40.709.

(a) Rail carriers, motor carriers, inland water carriers, domestic forwarders, and other carriers subject to the Interstate Commerce Act (ICA), are required under 49 CFR Subpart 1005.3 to acknowledge receipt of a formal claim in writing to the claimant within 30 days after receipt. In addition, 49 CFR Subpart 1005.5 requires carriers which receive a written claim for loss or damage to property transported to pay, decline, or make a firm compromise settlement in writing to the claimant within 120 days after receipt of the claim by the carriers. If the claim cannot be processed or disposed of within the initial 120 days, the carriers at that time and at the end of each succeeding 60-days period, while the claim remains pending, shall advise the claimant in writing of the status of the claim and the reason for the delay in making final disposition thereof.

(b) When any carrier fails to dispose of a loss of damage claim within a reasonable period of time, agencies shall collect the claim by setoff action; i.e., withholding payments from amounts otherwise due and payable to the carrier for transportation and related services. Earlier collection by setoff may be made if it is known that a carrier is involved in a bankruptcy, insolvency, or relocation proceeding, and it is clearly in the Government interest to do so (4 CFR Parts 102 through 105).

[51 FR 24343, July 3, 1986]

() 101-40.711-2 Claims against ocean and international air carriers.

Regulations of the General Accounting Office (Chapter 13, () 86.1, GAO Policy and Procedures Manual for Guidance of Federal Agencies) require that:

(a) When a loss or damage for which the carrier is administratively determined to be liable has occurred in an

() 101-40.712

ocean or international air shipment, effor should be made to withhold an amount sufficient to reimburse the Government for the loss or damage from the carrier's bill covering the charges for the transportation or related services on the same shipment. If this is not possible, the withholding should be made from a payment due the carrier on an unrelated account. Notice to the carrier of withholding should request the carrier's consent to such action.

(b) If the carrier does not consent to the withholding action prescribed in paragraph (a) of this section, or if the claims is not otherwise compromised or withdrawn in accordance with 4 CFR Part 103 or 104, referral of the matter shall be made to the Department of Justice for consideration of the need for suit to reduce the Government's claim to judgment. the referral shall be made at least 90 calendar days prior to the expiration of the 1-year period for bringing suit against ocean carriers (46 U.S.C. 1303(6)) or the 2-year period for bringing suit against international air carriers (Article 29 of the Warsaw Convention; 49 Stat. 3021).

[38 FR 28680, Oct. 16, 1973, as amended at 42 FR 25861, May 20, 1977; 51 FR 24343, July 3, 1986]

() 101-40.712 Referral of loss and damage claims to the General Accounting Office or to the Department of Justice

Loss and damage claims which cannot be collected, compromised, or terminated in accordance with 4 CFR Parts 102 through 104 shall be determined uncollectible and reported to the General Accounting Office or the Department of Justice for appropriate action under criteria established by GAO under 4 CFR Part 105.

()101-40.713 Clearing carriers of liability

When it is determined as the result of investigation or evidence submitted by a carrier that loss or damage to a Government shipment is not the responsibility of the carrier, the consignee shall take necessary steps to clear the carrier of liability and to withdraw or amend any claim which may have been filed any claim recovery of losses. In

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this regard, the consignee shall prepare a document which will effectively remove or amend any exception that had been noted on the carrier's delivery documents. While no precise form or format is prescribed, this document shall be prepared in sufficient detail to identify the shipment and to show the basis for relieving the carrier of liability. This includes

- (a) a reference to the Government bill or lading number or other transportation document;
- (b) a detailed description of the property shipped;
- (c) a reference to the exception taken to the quantity or condition of the property delivered;
- (d) the number and date of any claim which has been filed with the carrier; and
- (e) the basis on which the exception or claim is being withdraw. The consignee shall forward the original of this document to the carrier against whom the claim has been filled (or, in case the claim has not yet been filed, to the carrier that is billing for transportation charges or related services), and a copy shall be attached to the blue memorandum copy (Memorandum Copy-Consignee) of the bill of lading. In addition, the consignee shall send copies of the document to other offices involved in the initial claim action. (See the GSA handbook, Discrepancies or Deficiencies in GSA or DOD Shipments, Material, or Billings (Subpart 101-26.8), for reports required in connection with shipments from GSA or DOD.)

[42 FR 25861, May 20, 1977]

Subparts 101-40.8-101-40.48 [Reserved]

Subpart 101-40.49-Forms

SOURCE: 51 FR 24343, July 3, 1986, unless otherwise noted.

() 101-40.4900 Scope of subpart.

This subpart provides the means for obtaining forms prescribed or available for use in connection with the subject matter covered in Part 101-40. These forms are designed to provide uniform methods of requesting and

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transmitting transportation advice and assistance, uniform documentation of transactions between Government agencies, the Government and the transportation industry, and related industries.

() 101-40.4901 Standard forms; availability

Standard forms referenced in this part, unless otherwise provided in the section prescribing the form, may be obtaining by submitting a requisition in FEDSTRIP format to the GSA regional office providing support to the requesting agency.

() 101-40.4901-361-1 Guidelines for preparation of Standard Form 361, Transportation Discrepancy Report (Rev. 3-84).

See () 101-404901 for information on obtaining Standard Form 361.

Section A General

- a. The March edition of Standard Form 361. Transportation Discrepancy Report, requires the uses of codes for certain information. A stub attached to the top of the form provides instructions concerning where the locate these codes for civilian agencies and the Department of Defense (DOD). The codes furnished in this section are uniform for civilian agency use in preparing the Transportation Discrepancy Report (TDR).
- b. The TDR is a two form. Part I covers blocks 1 through 33, and part II covers blocks 31 through 47. Part I is used to request information from shipper, give notification to the carrier concerning any discrepancy in the shipment, or report any miscellaneous problem which interferes in the timely and proper movement of freight. The proper block indicating the type of discrepancy being reported should be checked. After part I has been completed and all supporting documentation for claim has been assembled, part II will be used to supported formal claims filed with the carrier/supplier. The information as contained in Part II will not be disclosed to the carri er/supplier. Blocks 46 to 47 are primarily for use by DOD.

Blocks details. The following are detailed instructions for completing the TDR.

- Block Number, Title, and Data Entry 1. DATE. Current Julian data on which report is prepared; e.g., January 30, 1984, would be entered as 4030.
- 2. REPORT NUMBER. Activity address code (AAC) , if assigned, of the reporting ac-

() 101-40.4901-361-1 tivity and a 4-digit number (0001-999) for each TDR issued within the calendar year.

- 3. TO. name and address including ZIP Code) of the office or carrier to which the TDR is to be mailed.
- 4. REPORTING ACTIVITY. Name and address (including ZIP Code) activity.
- 5. CONSIGNOR. Name, address, activity address code (if assigned), and ZIP Code of the activity making or directing the shipment.
- 6. CONSIGNEE. name, address, activity address code (if assigned), and ZIP Code of the activity scheduled to receive the shipment.
- 7. SHIPPER. Name, address, activity address code (if assigned), and ZIP Code of the activity physically making shipment for the account of the consignor. Where the shipper is the consignor, enter "Same as block 5".
- 8. CARRIER ROUTING AND IDENTIFICATION. Enter Standard Carrier Alpha
 Code(s) (SCAC) from the transportation
 Document in the proper sequence in the
 shaded blocks. Enter name of carrier(s),
 identification number of car, truck, trailer,
 or the name of the vessel. For containers,
 show the trailer/container number.
- 9. POINT OF ORIGIN. Leave blank unless different than block $5. \,$
- 10. CARRIER'S PRO/FREIGHT BILL
 NO. Copy the number from the carrier's delivery receipt.
 11. DESTINATION. Leave blank unless
- 11. DESTINATION. Leave blank unless different than block 6.
- 12. BILL OF LADING NO./TYPE. Enter the number and indicate the type, i.e., GBL (Government bill of lading) of CBL (commercial bill of landing).
- 13. MODE CODE. Choose correct code from section ${\sf B}$.
- 14. DATE CARRIER SIGNED FOR SHIP-MENT. Julian date that the carrier signed for shipment.
- 15. DATE CONSIGNEE RECEIVED SHIP-MENT. Julian date of receipt of shipment. If the shipment is "all short," leave blank.
- 16. DATE DISCREPANCY DISCOVERED. Enter the Julian date of discovery.
- 17. DATE CARRIER NOTIFIED. Julian date on which the commercial carrier was first notified and the manner notified; e.g., "4133, telephone."
- 18. NAME OF PERSON CONTACTED. Enter the name and telephone number of the person contacted at the carrier.
- 19. SEAL NUMBERS AND CONDITION. Place and "X" in the proper block to show seal numbers and condition. Include an explanation when there is a variance between the seal number(s) shown on the transportation document and the seal(s) as affixed to the carrier's vehicle.

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- 20. ACQUISITION DOCUMENT AND/OR TRANSPORTATION CONTROL NO. Applicable acquisition document number; e.g., requisition or purchase request and/or transportation control number,
- 21. COMMODITY DESCRIPTION AND/ OR NATIONAL STOCK NO, (NSN. Noun description of commodity, and NSN or part
- 22. QUANTITY DISCREPANT (PIECES). code from section C.
- 23. QUANTITY DISCREPANT (PIECES) Actual number of pieces of discrepant freight as evidenced by the applicable bill of lading or governing transportation document.
- 24. TYPE AND CAUSE CODE. Show the correct code from section D which will most clearly identify the type and cause of the discrepancy.
- 25. UNIT OF ISSUE. Show the 2-position alpha abbreviation of the type under which the material was issued. See the shipping docket/packing list.
- 26. UNITS BILLED/SHIPPED. Show the actual number of unit of issue billed (invoiced) or shipped as evidenced by the applicable shipping document/packing list
- 27. DISCREPANT UNITS. Actual number of issue units discrepant.
- 28. DISCREPANT WEIGHT. Show the total weight for the discrepant pieces in block 33.
- 29. VALUE OF COST OF REPAIRS. Actual value of loss sustained or cost of repairs, including transportation to and form the repair shop, cost of estimates, etc. For nonrepairable damage, use the replacement cost. Enter value of material when reporting over or astray freight.
- 30. REMARKS. Use this block to request information needed in the investigation of the discrepancy, to notify the carrier or a discrepancy in the shipment, or to report miscellaneous problems for correction by the shipper. Include photographs (if available) or any documents the shipper or carrier may not have that will aid in a reply. For miscellaneous problems involving claim, provide detailed information and indicate responsibility. When the discrepancy involves classified/protected/hazardous material, provide additional details such as security classification, nature of hazardous material violation, etc.
- 31. A. NAME OF PREPARER. Self-explanatory.
- b. TITLE. Self-explanatory.c. TELEPHONE NO. Show both the commercial and Federal Telephone System (FTS) telephone number of the persons signing the form.
- D. SIGNATURE. Self-explanatory.
- 32. REPLY. Use this block to reply to any questions asked in block 30 of to furnish any information to aid in the investigation of the discrepancy.

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- 33. A. NAME OF RESPONDENT. Self-explanatory.
- B. TELEPHONE NO. Shown both the commercial and FTS telephone number of the person signing in block 33D.
 - C. ADDRESS. Show official address.D. SIGNATURE. Self-explanatory.
 - E. DATE. Julian date of reply. 34. THIS IS A SURVEY DOCUMENT.
- Place an "X" in the proper block.
- 35. DATE. Julian date on which part II is completed.
- 36. TO. Name and address (include ZIP Code) of the office to which the TDR claim package is to be mailed.
- 37. RESPONSIBILITY. The transportation officer or appropriate receiving personnel would normally make this determination based on findings and factual evidence available, checking the appropriate block. When there is insufficient evidence to make such a determination, check "Other" and
- enter "Unknown."
 38. EXCEPTION NOTED ON CARRIER'S DELIVERY RECEIPT. Place an "X" in the proper clock.
- 39. DOCUMENT ATTACHED?. Place an "X" in the proper block, and list the documents in block 43.
- 40. PHOTOGRAPH ATTACHED?. Place and "X" in the proper block.
- 41. INSPECTION DATA. Place an "X" in the proper block. Attach required report or waiver, or provide oral waiver information in block 43.
- 42. DISPOSITION DATA. Place and "X" in the proper block. Attach the required documents or provide other explanation in block
- 43. REMARKS. Provide detailed information or any other data which will aid the claims office in filling claim. Information or data shall deal with facts and shall not reflect personal opinions unless substantiated by documentation; e.g., affidavits or certified statements. List the documents attached to support the claim.
- 44. DISTRIBUTION OF COPIES. Name and address (including ZIP Code) of office to receive a copy.
- 45. A. NAME OF PREPARER. Self-explanatory.
 - B. TITLE. Self-explanatory. C. TELEPHONE NO. Show both the com-

- mercial and FTS telephone numbers of the person signing in block 45D.
 - D. SIGNATURE. Self-explanatory.
- 46. ACTION BY REVIEWING OFFI-CIALS. Section, A, B, C, and D under this block are for use in connection with inventory and financial adjustments of accounts in accordance with individual service/ agency regulations. Section E and F will be completed by an official authorized to approve the report for use as a survey document and/or inventory and financial adjust

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ment of accounts or when individual agency or service regulations require approval by an official other than the individual shown in block 45

on block 45
47. ACTION BY CLAIMS OFFICE. For use by claims office, as required (primarily for DOD)

SECTION B

Code	Mode Code (Block 13)
	Motor truckload
- 1	Motor less than truckload
	van junpackad uncrated-personal or Govern-
	ment property)
	Driveway, truckaway lowaway
	Bus
	Military Airlift Command (MAC)
	Parcel post, surface
	Parcel post, air
•••	Government trucks, for shipment outside
	local delivery area.
	Small package camer
••	Rail, canoad*
. ~	Rail less than carload"
	Freight Forwarder
	LOGAIR (commercial air charter service-Air
	Force controlled).
	Organic military air
	Through Government bill of lading (TGBL)
	Air treight air express, air charter (commer-
	Capi
	Expedited air treight
	Scheduled truck service lapplies to contract
	camage guaranteed traffic routings and or
	scheduled services
	Air freight forwarder
30,00	Crucktrans (commercial air charter service-
	Navy controlled)
	SEAVAN
	Water river, lake, coastal (commercial)
	Bearer walk-thru (customer pickup of materi-
	all
	Intratneater aint service
	MSC Military Sealiff Command—controlled
	contract or arranged space)
	Government watercraft, barge, lighter
	RORC (roll-on roll-oh) service
	ARECOS (Armed Forces Courier Service)
	United Parcel Service
	/ ei
•	
٠ -	Pipaline Local delivery by Government or commercial
	truck including deliveres between air of
	water terminals and adjacent activities
	Within CONUS, the local delivery area is
	defined in tantis governing iccal application
	or carner service as filed with regulation
	authorities

SECTION C

Code	Type of Pack Code (Block 22)
80 8E	Bundle Baie Bag bunsp or cloth

Code	Type of Pack Code (Block 22)
8 L _	Barrel
BS	Basket
BX	Box
CA	Cabinet
CB	Carboy.
cc	Household goods containers #000 type 11
	(Fed Spec PPP-8-580)
CL	Cort
CN	Can
co	Container other than CU CW, or X
	Crate
CS	Case
CT .	Carton
Cu	Container, Navy cargo transporter
ζw	Container, commercial righway lift (PTTC)
CY	Gylinder
DB	Cufflebag.
OR	<u>D</u> rum
EC	Engine container.
ED	Engine cradie or dolly
FK.	Fostocker
H4	
KΕ	Keg
LS	Loose, not packaged.
м₩	" Millimal Courfiber (Interest reserved in 32
	triple wall or tri-wall secured or attached to
	a warehouse pallet) Mixed (more than one type of shapping con-
Mx	
PC	'aner) Pece
_	Pail
PT	Ficel
RO	. Aoli
	Bon a comp off mades
^ .	Sack paper
SB	Skid pox
SD	Skid
ŠH	. Sheet.
SL .	Secol
SW .	Suncase
⊤B	Tub
TK	, (Trunk
τυ	Tube
υx	Unitized (unitized cargo on roll-on, roll-off ve-
	nicies is considered roll-on-roll-off)
٧C	Van chassis
νE	Venicle
VO	vehicle in operating condition
vs	SEAVAN-TOTE
₩R	. Wrapped
×	Container CONEX (second position, based
	on CONEX sense number will be assigned
_	as follows)
. ب	00001 to 99999
1	1,00,000 to 1,99,99,5
2	200000 to 299999
3	300000 to 399999
	. 400000 to 499999
5	500000 to 599999
	600000 to 699999 700000 to 799999
8	800000 to 899999
	900000 to 999999
9	300000 10 33333
	MSCVAN (MSC reased/controlled SEAVAN
A	NPCAN (WPC 169260\COURGING PERAMA
<u> </u>	- MILVAN SEAVAN
	Second position identifies the loading data
	and loaded capacity as follows)
A	Leading to canadia, by access carrier
 ^	. LOSIGO IO CODGUIT OF OCUSI COLINGI.

13 Exhibit A

A ... Loaded to capacity by ocean carner.

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Type of Pack Gode (Block 22) Code Loaded to capacity by military terminal Loaded to capacity by military snipping activi-Loaded to capacity by vendor commercial SUDDINGE Loaded to capacity by contract shipment consolidation facility Loaded to less than capacity by military shipging activity, loading completed by contract shipment consolidation facility Loaded to less than capacity by military shipping activity Loaded to less than capacity by render' commercial supplier Loaded to less than capacity by contract snipment consolidation (scility Loaded to less man capacity by military shipping activity loading completed by military terminal Loaded to less than capacity by vendor. commercial supplier, loading completed by military terminal —N... . Loaded to less than capacity by contract snipment consolidation facility completed by military terminal. Loaded to less than capacity by military shipping activity, loading completed by ocean camer Loaded to less than capacity by vendor/ commercial supplier loading completed by OCRAO CAMBO Loaded to less than capacity by contract snipment consolidation facility, loading completed by ocean carrier Loaded to lass than capacity by vendor/ commercial supplier loading completed by contract shipment consolidation facility. Empty MILVAN or SEAVAN.

Section D

Code	Type and Cause Code (Block 24)		
	ASTRAY		
A3 A4	incomplete marking or missing label or tag. Defaced or illegible marking. Unknown		
	OVERAGE		
O3 O4 OK	Improper documentation incomplete marking or missing label or tag. Dafaced or illegible marking Improper loading or stowing. Unknown		
SHORTAGE			
ST SP	Status "W" cargo (MTMC terminal use only) improper loading or stoving.		
DAMAGE			
DF DK	Fire		
D1	Manne Casualty		

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Code	Type and Cause Code (Block 24)
DG	1 Sportage
00 _	Rough nandling
D2	Steveganng
DE .	Nater damage
Dw	Wreck
ے دن	√ana3hsm
DZ	Concealed damage
DD	Unknown
	OTHER
xB	årcken missing improper or inadequate
хC	Special contract or camer services not pro- leided on unclassified or nonprotected catgo.
λH	Excess transit time
(3 .	Incomplete marking or missing label or tag.
44	Defaced or illegible marking
K)	Improper camer handing, service, or equip- ment.
xk .	improper leading, stowing, lashing, blocking, or bracing of no actual damage)
XL .	Certification of hazardous material (DD Form 1387-2) missing or incorrect.
хм	improper maning or labeling of dangerous of hazardous material
XN .	Misconsignment.
ХĦ	 Government transportation regulations camer tantilior tander agreements not observed on classified or protected material
×S	Signature Security Service indiations
ХХ	Not specified above (described in remarks)

§ 101-40.4902 GSA forms; availability.

- (a) GSA forms referenced in this part are for optional use by executive agencies; however, their use is recommended in the interest of efficiency and economy in Government operations.
- (b) Except for GSA Form 3080 (Household Goods Carrier Evaluation Report), GSA forms may be obtained initially from General Services Administration, National Forms and Publications Center, Warehouse 4, Dock No. 1, 4900 South Hemphill Street, Fort Worth, Texas 76115. Agency field or regional offices should submit future requirements to their Washington, DC headquarters office which will forward consolidated annual requirements to the GSA National Forms and Publications Center.
- (c) GSA Form 3080 is only available through GSA regional offices as provided in § 101-40.205.
- [51 FR 24343, July 3, 1986, as amended at 5 FR 21034, June 4, 1987]

14 Exhibit A

TRANSPORTATION DISCREPANCY REPORTING GUIDE (SEE CHAPTER 17)

A. Procedures. The attached Exhibit A is extracted from the joint Department of Defense publication Reporting of Transportation Discrepancies in Shipments (AR 55-38/NAVSUPINST 4610.33C/AFR 75-18/MCO P4610.19D/DLAR 4500.15). This regulation provides procedures for reporting all transportation discrepancies in shipments sent through the Defense Transportation System (DTS) and shipments within the continental United States (CONUS) moving by commercial carrier. Procedures provided in Exhibit A apply to the Coast Guard when using the DTS. Personnel responsible for completing the Transportation Discrepancy Report (TDR) (SF-361) must be familiar with Exhibit A and enclosure (16) of this manual.

Encl. (17) to COMDTINST M4610.5

: This copy is a reprint which includes current : : : pages from Changes 1 and 2. : :

Army Regulation 55-38
Navsup Instruction 4610.33C
Air Force Regulation 75-18
Marine Corps Order P4610-19D
Defense Logistics Agency
Regulations 4500.15

*AR 55-38 *NAVSUPINST 4610.33C *AFR 75-18 *MCO P4610.19D *DLAR 4500.15

DEPARTMENTS OF THE ARMY,
THE NAVY
AND THE AIR FORCE,
AND DEFENSE LOGISTICS AGENCY
WASHINGTON, DC, 1 May 1982

TRANSPORTATION AND TRAVEL REPORTING OF TRANSPORTATION DISCREPANCIES IN SHIPMENTS (RCS MTMC-54(R1))

This revision simplifies and clarifies procedures for reporting transportation discrepancies in shipment. Local supplementation of this regulation is prohibited.

Interim changes to this regulation are not official unless they are authenticated by The Adjutant General. User will destroy interim changes on their expiration dates unless sooner superseded or rescinded.

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*This regulation supersedes AR 55-33/NAVSUPINST 4610.338/MCO P4610.19C/AFR 75-18/DLAR 4500.15, 4 August 1977, including all changes; and rescinds SF 363, July 1971.

C2, AR 55-38/NAVSUPINST 4610.33C, Ch 2/ C2, AFR 75-18/MCO P4610.19D, Ch 2/ DLAR 4500.15, Ch 2		15 April 1985	
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C2, AR 55-38/NAVSUPINST 4610.33C, Ch 2/ C2, AFR 75-18/MCO P4610.19D, Ch 2/ DLAR 4500.15, Ch 2

Chapter 1 General

1-1. Purpose

This regulation-

- *a. Prescribes responsibilities and procedures for implementing the Transportation Discrepancy Reporting (TDR) System.
 - b. Provides rules that must be followed to give-
- * (1) Claims offices documented facts to support loss and damage claims against the carrier or contractor to ensure recovery of Government money.
- (2) All the facts to the Military Traffic Management Command (MTMC), and responsible activities for use in loss and damage prevention.
- (3) Proof of transportation discrepancies so that changes can be made to financial and property/inventory file.

1-2. Applicability

- a. This regulation will be used to report all transportation discrepancies in shipments sent through the Defense Transportation System (DTS) and shipments within the continental United States (CONUS) moving by commercial carrier. Foreign military sales (FMS) and grant aid shipments are included. Exceptions are in paragraph 1-5.
- *b. This regulation applies to the military services,
 Defense Logistics Agency (DLA), the Reserves and the
 National Guard. It also applies to all activities using the
 DTS. This regulation will be implemented by General
 Services Administration (GSA) via the Federal Property
 Management Regulation (FPMR) to govern civilian
 agencies in reporting transportation discrepancies in Department of Defense (DOD) or GSA shipments.

* 1-3. Scope

This regulation explains the TDR System, a worldwide procedure for reporting various transportation discrepancies. The procedures described have been approved by the military services, DLA, and GSA. This regulation shows the step-by-step process of reporting a discrepancy and putting a TDR file together to support a claim against a carrier or contractor. It contains a number of examples to help the users. If the procedures in this regulation are followed, the Government will recover monies based on the successful prosecution of claims for loss and damage in addition to the recovery of unearned transportation charges. Reporting of all discrepancies will help correct deficiencies and improve carrier/contractor service.

1-4. References

a. Required publications.

- * (1) AR 55-355/NAVSUPINST 4600.70/AFM 75-2/MCO P-4600.14A/DLAR 4500.3 (Military Traffic Management Regulation). Cited in Paragraphs 1-5, 1-8, 3-4, 4-1, and appendix G of this regulation. (Required for CONUS installations only.)
- * (2) AFR 177-17/AR 735-11-1/NĀVSUPINST 4610.34C/MCO P4610.16C/DLAR 4500.12 (Uniform Settlement of Military Freight Loss and Damage Claims). Cited in paragraph 1-9 and appendix E of this regulation.
 - b. Related publications.
- (1) DLAR 4140.55/AR 735-11-2/NAVMAT-INST 4355.73/AFR 400-54/MCO 4430.3E (Reporting of item and Packaging Discrepancies).
- (2) DOD 4140.25-M (Procedures for the Management of Petroleum Products).
- (3) DLAR 4140.60/AR 12-12/NAVMATINST 4355.72/AFR 67-7/MCO 4140.13 (Processing Reports Against Foreign Military Sales Shipments).
- (4) DOD 4000.25-D (DOD Activity Address Directory (DODAAD)).
- (5) DOD 4500.32-R (Military Standard Transportation and Movement Procedures (MILSTAMP)).

1.5. Exceptions

This regulation does not apply to the following:

- a. Reporting of equipment offered by carriers that cannot meet the safety requirements for moving hazardous materials, e.g., a tractor fails the spark test. (See chap 216, AR 55-355/NAVSUPINST 4600.70/AFM 75-2/MCO P-4600 14A/DLAR 4500.3.)
- b. Reporting, adjusting, and accounting for supply (item) discrepancies; preservation, packaging, packing, and supply item identification marking; lost or damaged parcel post shipments. (For reporting these on SF 364 (Report of Discrepancy), see DLAR 4140.55/AR 735-11-2/NAVMATINST 4355.73/AFR 400-54/MCO 4430.3E.)
- c. Loss or damage to personnel property, unless that loss or damage happened to property consigned to transshipment activities for movement overseas, or the discrepancies resulted from movement by Military Airlift Command (MAC) or Military Sealift Command (MSC).
- d. Shipments of bulk petroleum via all modes, e.g., tank cars, pipeline. (See chap 5, DOD 4140.25-M, for SF 361 requirements.)
- e. Any problem with Transportation Control and Movement Documents (TCMDs).
- f. Discrepancies attributed to foreign carriers. (These will be processed according to theater directives or individual military service/agency regulation.)
- g. Discrepancies found in FMS or grant aid shipments not moving in the DTS. (These will be processed according to DLAR 4140.60/AR 12-12/NAVMAT-

1 – 1

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INST 4355.72/AFR 67-7/MCO 4140.13.)

- *h. Discrepancies on commercial or Governmentowned (or tested) container (SEAVAN) shipment of Government-owned fresh fruits and vegetables between DLA storage points unless responsibility is clearly attributed to the carrier.
- *i. Overages and shortages on single consignee SEAVANS and/or containers that were loaded at supply source and were unstuffed by the cargo consignee with original seals intact. Report these overages and shortages on SF 364 (Report of Discrepancy).

1-6. Explanation of abbreviations and terms

Abbreviations and special terms used in the regulation are explained in the glossary.

* 1-7. Documents and their use

- a. SF 361 (Transportation Discrepancy Report (TDR)). (See fig E-1 and app E for instructions for completing this form.) This form will be used to-
- (1) Notify or confirm notification of a problem with a shipment to carriers. (This instruction applies to all US commercial carriers except MAC or ocean carriers.) (See note below.)
- (2) Notify a carrier to pick up damaged material and to show where the material is located. (This instruction applies to all commercial carriers except MAC or ocean carriers.) (See note below.)
- (3) Request information from any source to assist in resolving a discrepancy, such as requesting pricing data from a shipping activity or inventory control point.
 - (4) Reply to a request for information (RFI).
- (5) Advice action agencies that the discrepancy previously reported was either changed or canceled.
- (6) Document problems at a stop-off or transshipment point, for action by the consignee.
- (7) Report all transportation discrepancies that have not been resolved within the time limits set by this regulation.
- (8) Document discrepancies when services ordered by the Government are not performed by the carrier (e.g., perishables not delivered on time).
 - (9) Adjust inventory and financial records.
 - (10) Support claims against carriers or contractors.
- b. DD Form 173/2 (Joint Messageform) (chap 2). This form will be prepared for transportation discrepancies applicable to CLASSIFIED or PROTECTED (including hazardous material) shipments. (Throughout this regulation al references to PROTECTED shipments include only SENSITIVE and CONTROLLED items, as explained in the glossary.)
- c. DD Form 470 (Cargo Outrun Report). (See fig F-1.) This form is used as a summary and transmittal sheet for a consolidated TDR/DD Form 788 (Private Vehicle Shipping Document) or commercial carrier

form file when a sealift carrier is suspected of being the cause of the loss or damage.

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* 1-8. Responsibilities

- a. The Commanding General, MTMC is the responsible Executive Agent for managing the DOD worldwide cargo loss and damage reporting and analysis system. This includes the following:
- (1) Measuring effectiveness, finding trends and weaknesses, and providing recommendations to DOD components to improve effectiveness.
- (2) Providing reports on the loss and damage program to activities worldwide.
- b. MTMC area commanders will-
- (1) Monitor TDR actions worldwide and initiate investigative and/or corrective actions.
 - (2) Prepare TDR data for computer input.
- (3) Provide DOD activities with training assistance and advice. $\ensuremath{\text{\fontfamily Model}}$
- (4) Monitor TDR performance of field activities that fail to answer RFIs to ensure prompt and accurate replies in the future.
- c. Theater commanders will-
- (1) Issue theater directives on reporting procedures unique to their theater and for processing and submitting claims against foreign carrier.
- (2) Make sure that the theater complies with this regulation and corrects deficiencies.
 - (3) Set up area monitoring offices (AMOs).
- (4) Provide one copy of any theater TDR directive to the Commander, MTMC, ATTN: MT-ITD, Washington, DC 20315, for approval prior to publication.
- d. AMOs will-
- (1) Monitor TDR actions within their areas of responsibility.
- (2) Give training assistance and advice, as required, to make sure this regulation is followed.
- (3) Monitor TDR performance of field activities that fail to answer RFIs to ensure prompt and accurate replies in the future.
 - e. Installation commanders will-
- (1) Ensure prompt and accurate reporting of transportation discrepancies.
- (2) Ensure that TDR inquiries are answered within the fixed time frames.
- (3) Provide procedures for discrepancy reporting on shipments received by off-base activities.
- (4) Ensure procedures for obtaining actual repair cost statements and repair cost estimates, as appropriate, are followed as they apply to their activity.
 - f. Transportation officers will-
- (1) Document and submit TDRs on all transportation discrepancies in shipments received at their activity.
- (2) Investigate and gather facts relating to each discrepancy in shipment to support Government claims

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against the carrier.

- (3) Take necessary TDR corrective actions (e.g. canceling a TDR when a problem is resolved).
- (4) Respond to requests for additional information within set time frames.
- (5) Provide documentation to support the contractor's claim against the carrier on free on board (f.o.b.) destination shipments. SF 361 may be used for this purpose. (See AR 55-355/NAVSUPINST 4600.70/AFM 75-2/MCO P-4600.14A/dlar 4500.3, para 221012.)
- (6) Notify supporting security/law enforcement element immediately upon learning of discrepancies which indicate possible security compromise, theft, vandalism, unexplained loss, or any other activity that may warrant their investigation.
 - g. Contract administration elements will-
- (1) Ensure prompt and accurate reporting of transportation discrepancies discovered by their personnel or on inbound shipments at contractor plants.
- (2) Make sure that TDR inquiries are answered within fixed time frames.
- (3) Take necessary TDR corrective action to prevent future problems.
- (4) Investigate and gather facts relating to each discrepancy in shipment to support Government claims.
- h. Off-base activities will follow the TDR procedures of their support base.
- 1-9. General guidance a. Determining the cost of a discrepancy.
- * (1) One action that will be taken in almost every case is finding out how much a discrepancy costs the Government. See AFR 177-19/AR 735-11-1/NAV-SUPINST 4610.34/MCO P4610.16C/DLAR 4500.12 for complete details. To do this, consider the following factors:
- (a) Replacement cost. This is the current price of an item. If the price is not available, use the original purchase price or estimate made by technically qualified personnel.
- (b) Repair cost. If the Items is damaged, find out how much it will cost to completely repair it. If actual costs are not available, use the best estimate. Various methods must be used to obtain repairs and repair estimates (e.g., base public work facilities, commercial companies, the carrier).
 - (c) Unearned freight charges. This is money paid

to the carrier that it did not earn due to a breach in contract (an in-transit shortage or delivery of freight damaged beyond repair.) If the shipment moved on a Government bill of lading (GBL), commercial procedures for small domestic freight shipments, or FOB origin, add the freight charges. However, on FOB destination type shipments, the freight charges are included in the price of the merchandise and the vendor shipper will file claim for the recovery of the in-transit loss from the carrier.

- (2) To find the cost of the discrepancy, add the unearned freight charges, if any, to the replacement cost. The sum will be the cost of the discrepancy.
- b. Changing or cancelling an SF 361. Use the file copy of the SF 361 and follow the instructions below.
- (1) Change information already reported by stamping or writing "REVISED" at the top and bottom of the front of the SF 361. Draw a line through the old information and their insert (type or print clearly) the new information.
- (2) Cancel SF 361 by stamping or writing "CANCELLED" at top and bottom of the form.
- \bigstar (3) Give the reason for the change or cancellation in block 30 (or in block 43 if block 30 is filled). Type or print this information clearly. Sign and date the cancelled notation.
- (4) Make enough copies to send one to each addressee that received reports of the discrepancy. File the original report.
 - c. Reporting a discrepancy.
- (1) For reporting discrepancies involving CLASSI-FIED or PROTECTED shipments, use procedures in chapter 2.
- Note: Within this regulation, all references to PROTECTED shipments include only SENSITIVE and CONTROLLED items.
- (2) For reporting discrepancies involving UN-CLASSIFIED and NONPROTECTED shipments, use procedures in chapter 3.
- * (3) For reporting discrepancies discovered by JMAFP (Joint Military Astray Freight Program) committee members during inspections of carriers terminals, use procedures in chapter 4.
- \star (4) For reporting discrepancies that will not result in a claim against a carrier or contractor but cause problems in the timely, proper movement of freight, follow guidance in chapter 5.

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C2, AR 55-38/NAVSUPINST 4610.33C, Ch 2/ C2, AFR 75-18/MCO P4610.19D, Ch 2/ DLAR 4500.15, Ch 2

Chapter 2 Classified or Protected Cargo

* 2-1. General

The following paragraphs explain the steps to take when transportation discrepancies are found in classified or protected shipments. If the discrepancy is not one of the types listed in paragraph 2-2, see chapter 5.

* 2-2. Types of discrepancies covered

Major discrepancies include the following:

- a. Astrav.
- b. Shortage.
- c. Pilferage.
- d. Theft.
- e. Damage.
- f. Vandalism.
- g. Overage
- h. Special contract or carrier services not provided.
- i. Entire shipment not received.

2-3. Advisory action and request for information (RFI)

a. If a discrepancy in a classified or protected cargo shipment is found, notify the nearest traffic management officer (TMO)/installation transportation officer (ITO) immediately by telephone. The TMO/ITO or his or her agent will notify the carrier/contractor and the local security office. The TMO/ITO will record the names and titles of all individuals contracted.

b. In no case will property subject to security regulations be released or rejected to the carrier or any unauthorized personnel for repair or salvage. Property designated TOP SECRET, SECRET, or CONFIDENTIAL; narcotic preparations; and property that cannot be abandoned for any reason in the interest of the Government will not be rejected to the carrier regardless of the extent of the damage.

 $\star c$. The TMO/ITO will notify all addresses listed in figure 2-1 by message within 24 hours after the discrepancy is found, regardless of value. (See fig 2-2 for sample of a message.) All line numbers on the message must be filled in to correspond with the block numbers on the SF 361. If more information is needed or if a particular addressee is to take action, indicate it on line number 30.

 Consignor (If shipped by a civilian agency, send to Government activity that : directed/arranged for shipments. If shipped by a contractor, : send to the Contract Administration Office (CAO).) : Consignee (If discrepancy is discovered intransit.) Appropriate MTMC area command (International Traffic Directorate and Of-

: fice of Safety, Security, and Intelligence) or area monitoring office.

+----- *Figure 2-1. Message addressees for classified protected shipments.

tion of the SF 361 rests with the consignee. Consequently, include a statement in the remarks (block 30) of the Advisory/RFI Message that all action responses are to be sent directly to the consignee as noted in block 6.

* e. The information in table 2-1 is needed in an advisory/RFI message.

Table 2-1 Information requirements for an advisory/RFI message

Block number	Information to be entered
1. Date	Current Julian date of the day the message is written. Example: 30 January 1984 would be entered as 4030.
2. Report number	This number is made up of the reporting activities DOD activity address code (DODAAC) followed by a four-digit serial number. This same number will be used on the TDR. See appendix E for instructions.

Table 2-1 Information requirements for an advisory/RFI messageContinued

Block number	Information to be entered
4. Reporting activity	Name, address (including ZIP Code), and DODAAC of the activity.
5. Consignor Block number	Name, address (including ZIP Code), and DODAAC of the activity that directed the shipment. If be the activity that administered the contract.
6. Consignee	Name, address (including ZIP Code), and DODAAC of the activity shown as consignee on the transportation document. If the consignee is the same as the reporting activity, enter "Same as line 4."
7. Shipper	Name and address (including ZIP

Exhibit A

shipment for the consignor. If the

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Table 2-1
Information requirements for an advisory/RFI messageContinued

	tinued	requirements for	an advisory/kri message-
		number	Information to be entered
			shipper is the consignor, enter "Same as line 5." If the shipment is in a container, include the name of the activity that stuffed the container.
	 Carrier r identific	couting and ation	Show the carrier's name and the identification number of the car, truck, or trailer, or the name of the vessel. For containers, show the trailer/container number, and if it is a SEAVAN, show the name of the owner. Furnish the seal number and condition if applicable. For containers also show the transportation control number (TCN) and, when known, the voyage number. Copy the routing information from the transportation document. For MAC, Navy's Commercial Airlift/Truck Distribution System (QUICKTRANS), or USAF Logistics Airlift System (LOGAIR) shipments, show the flight or mission number and the air manifest number.
	Carrier'	s po/freight	Copy number from the carrier's delivery receipt.
		lading no/type	Enter number and indicate type, i.e. GBL or commercial bill of lading (CBL).
*16.	Date dis	crepancy dis-	Julian Date
*17.	Date car	rier notified	Julian date on which the commer- cial carrier was first notified of the discrepancy.
*20.		ion document ransportation no	Show both numbers or the one on hand.
*21.	Commodit tion and stock no	y descrip- l/or national . (NSN)	Show the item name and NSN or part number and the SECURITY CLASSIFICATION of the commodity.
*22.	Type of	pack	Choose the correct code from appendix D.
*23.	Quantity (pieces)	discrepant	Show the number of pieces reported as discrepant for each line entry.

Table 2-1
Information requirements for an advisory/RFI messageContinued

Block number	Information to be entered
	tion. Also use this space to request special information or action.
*31. Prepared by	Enter the name, title, and the commercial and AUTOVON or FTS telephone number of the person sending the message.

*2-4. Distribution

Send a copy of the message to the local security office and carrier/contractor (except MAC or ocean carriers) by mail or other appropriate means. When theft or loss of narcotics/controlled substances is involved, mail a copy to the Drug Enforcement Administration, Office of Diversion Control (OD), ATTN: Operations Section, 1405 I Street NW, WASH DC 20537. Send the addressees listed in figure 2-1 copies by normal message means. See appendix G for distribution addresses.

2-5. Responding to the RFI message

All action addressees must answer the RFI by message within 10 days of the date the discrepancy was reported. If no information concerning the discrepancy can be furnished, reply with a NEGATIVE.

*2-6. Unanswered RFIS

If answers are not received by the 11th day at close of business, send a tracer message to remind the action addressee that a reply is mandatory. Send a copy of this tracer to the proper MTMC area command if the action addressee is located in CONUS; if the action addressee is located overseas, send a copy to the AMO.

2-7. Actions to be taken for resolved and unresolved discrepancies

- a. If the discrepancy is resolved within 30 days after discovery, no SF 361 will be issued. A cancellation message will be sent to all addressees on the advisory and RFI to close the file.
- *b. If the discrepancy is not resolved, a TDR (SF 361) will be sent no later than 30 days after the discrepancy was discovered. (See para 2-10.)

*24. Type and cause code	Show the correct code from appendix B.	*2-8. Guidance for completing the TDR (SF 361) Most of the information needed to fill out the SF 361 is available from the RFI message. However, since some
*28. Discrepant weight	Show the total weight for each discrepant line entry shown in 23 above.	entries differ slightly, a block-by-block description of required information is in appendix E.
*30. Remarks (pieces)	Use this space to add details or supporting information that will help in identification or investiga-	*2-9. Putting the TDR package together The SF 361 is the source document on which claims are
2-2		

based. The claim will be more successful if the SF 361 is backed up by good evidence. (See app E for more information.) As many items as possible should be attached to the SF 361 to be sent to the claims office.

* 2-10. Forwarding the TDR package

There are two paths a TDR package may follow as indicated in a and b below.

- a. If a sealift carrier is at fault, follow the procedures in paragraph 2-11.
- b. If a sealift carrier is not at fault, mail the original SF 361 and all supporting documents (TDR package) to the proper claims office or MTMC area command when claim action is not indicated (e.g. DOD shipper responsibility, astray, or overage not resolved). Keep one copy of the TDR package for the file. Mail one copy of SF 361, without attachments, to the proper MTMC area command. If overseas, mail one additional copy od SF 361 to the AMO. Distribute other copies as required by the Service or Agency listing shown in appendix G.

* 2-11. Cargo Outrun Reporting System (CORS)

a. Consignee action. When a sealift carrier is suspected of being or is known to be at fault, send the original TDR package to the port of debarkation (POD) within 30 days. (If the POD mailing address is unknown, request assistance to obtain the address, and place one copy of the entire TDR package in the file. Mail one copy of each SF 361, without attachments, to the proper MTMC area command. If overseas, mail an additional copy to the AMO. Distribute other copies as required by the Service or Agency listing shown in appendix G.

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There is no further consignee action unless information is requested by the POD, port of embarkation (POE), or a claims office.

- b. POD action. Combine all SF 361 packages by voyage number and fill out a DD Form 470 for each voyage. The DD Form 470 will be prepared as explained in appendix F and used as a cover sheet to the attached TDR packages. The DD Form 470 with original SF 361's and shipping data will be sent to the POE within 90 days after discharge of cargo.
- c. POE action. The action of the POE will be based on the number of DD Form 470 packages received for a single voyage. In any case, complete the action within 120 days after discharge of cargo.
- (1) One DD Form 470. Only one DD Form 470 package is received for a single voyage, review the package for completeness. If additional information or documentation is available and has not been covered by the package, include it. Send the package to the proper MTMC area command for final review.
- (2) More than one DD Form 470. If more than one DD Form 470 package for a single voyage is received, consolidate them into one package. Place a new DD Form 470, as a summary sheet, on top of the total package; fill in blocks 1, 2, 3, and 12; sign and date the new DD Form 470 contained in the package. Mail the complete package to the proper MTMC area command for final review. The MTMC area command will submit it to the MSC office responsible for claims action.

2-12. Changing or cancelling SF 361

See instructions in paragraph 1-9b.

:		THE MEGGAGE FOR				:SECURI	TY CLASSIF	CAT	ION			
:		OINT MESSAGE FORM				:	UNCLASSIF	TED				
PAGE :						CLASS	: SPECAT	:	IMF :	CIC	:	ORIG/MISC IDENT
		ME : MONTH : YI			_ •		; :	:			₊ -	
: 01 OR 02 :		: JUL : 84	r :	RR	<u>:</u>	UUUU	: 	:	AT :	ZYUW	:	0911800Z
:BOOK : : NO :				MESSA		HANDLING I		IS				
:		CDR FORT HOOD										
:	TO:	CDR TOBYHANNA A	ARMY DEPOT	TOBYHA	.NNA	PA						
:	INFO:	CDR MTMCEA BAYO	ONNE NJ //	MTE-IT	//MI	TE-SS						
UNCLAS												
SUBJECT: T	DR, CLASSI	FIED OR PROTECT	ED SHIPMENT	[
1. 4091												
2. W45QRE-	0031											
:4. TRANS O	FF, FT HOO	DD, TX 76544 (W	15QRE)									
:5. TRANS O	FF, TOBYH	ANNA ARMY DEPOT,	TOBYHANNA	PA 18	466	(W25G1W)						
:6. SAME AS	LINE 4											
:7. SMAE AS	LINE 5											
:8. ABC TRU	CKING TRAD	ILER NO. 01234 SI	EAL NO. 446	5688 IN	TACT	7						
:10. 064-65	7122											
:12. GBL K2	345 678											
16. 4091												
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DD 1 MAR 79 173/2 (OCR)

PREVIOUS EDITION IS OBSOLETE Figure 2-2. Sample of a message notification

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C2, AR 55-38/NAVSUPINST 4610.33C, Ch 2/ C2, AFR 75-18/MCO P4610.19D, Ch 2/ DLAR 4500.15, Ch 2

+ :			NT MESSAGE	FORM				CLASSIFICATION	ON			
:		501	NI MESSAGE	FORM			: UNCLA	ASSIFIED				
P#		: DTG/RELE	ASER TIME		: PREC			SPECAT	: LMF	: CIO	:	ORIG MSG IDENT
		DATE TIME	: MONTH	: YR	: ACT	: INFO	:		:	: :	:	
)F02	:	:	:	:	:	UUUU		:	:	:	0911800Z
BOOF							E HANDLING IN	ISTRUCTIONS				
NO	:											
20.	TCN V	W45QRE40140001XXX										
		OACTIVE DEVICE NS		123 9876	UNCLAS							
	. BX											
	. 1 PC											
24.	. DK											
28.	. 465 1	LBS										
30.	. REQ A	A STATEMENT BE FU	RNISHED TH	HIS CMD IN	DICATING	WHO LOADE	ED					
SHI	PMENT,	WHAT WERE LOADIN	G CONDITIC	ONS AND IF	CARRIER	INSPECTE	D.					
31.	. DOM S	SCAFFIDO, TMS,	COMM 202-7	756 - 1680,	AUTOVON	289-1680						
DIST												
DIOI												
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: : : :	:TYPED 1	NAME. TITLE. OFFI					:					
	: :SIGNATU :						:SECURITY	CLASSIFICATION			:DATE	TIME GROUP

Figure 2-2. Sample of a Message notification - Continued

2-5

C2, AR 55-38/NAVSUPINST 4610.33C, Ch 2/ C2, AFR 75-18/MCO P4610.19D, Ch 2/ DLAR 4500.15, Ch 2

Chapter 3 Unclassified and Nonprotected Cargo

3-1. General.

The following paragraphs explain the steps to take when transportation discrepancies are found in UNCLASSI-FIED and NONPROTECTED shipments. If the discrepancy does not fall into one of the types listed in paragraph 3-2, see guidance in chapter 5.

* 3-2. Types of discrepancies covered

- a. Major types of discrepancies.
 - (1) Astrav.
 - (2) Shortage.
 - (3) Pilferage.
 - (4) Theft.
 - (5) Damage.
 - (6) Vandalism.
 - (7) Overage.
- (8) Special contract or carrier services not provided.
 - (9) Entire shipment not received.
- b. Pilferage, theft, damage, or vandalism. When the shipment is delivered by a commercial carrier, the first step is to notify the carrier by telephone; point out that inspection of the shipment and/or arrangements for repairs (if damaged) must be made within the next 7 days. If the carrier waives the inspection, record the person's name and title. If the shipment is delivered by military vehicle, a telephone call is not necessary. In both cases, follow procedures in paragraph 3-3.
- c. Astray, shortage, overage or special contract or carrier services not provided. See paragraph 3-3 for handling these discrepancies.

3-3. Discovery of the discrepancy

- a. Discrepancy discovered by any activity other than the consignee.
 - * (1) Action by the discoverer.
- (a) Prepare the SF 361 by filling in block 1 and blocks 4 through 31 with all available information. (See fig 3-1.) Appendix E contains instructions for filling out each block. Indicate responsibility in block 30.
- (b) Distribution. Mail the original SF 361 and supporting documents to the consignee no later than (NLT) 7 days after the discrepancy was found. Keep one copy of all the documents in the file. Mail one copy to carrier (except MAC or ocean carriers). Copy provided to carrier will not include attachments and will have responsibility statement in block 30 removed. If overseas, also provide copy to AMO.
- (2) Action by the consignee. When the SF 361 is rereceived from another activity, check for any more

damage or other discrepancies that may have occurred to the same items, then take actions shown in paragraph 3-4.

b. Discovered by the consignee. If the consignee discovers the discrepancy, follow procedures in paragraph

* 3-4. Value of discrepancy

Paragraph 1-9a explains how to find how much the discrepancy will cost the Government. Value is based on the cost of all discrepancies, plus unearned freight, on a single transportation document.

- a. Discrepancy value at less than \$100 (in excess of \$25 on shipments made or directed by GSA). No further TDR action is required. Follow procedures in AR 55-355/NAVSUPINST 4600.70/AFM 75-2/MCO P-4600.14/DLAR 4500.3, paragraph 214094c, in CONUS. Follow procedures in paragraph 1-9b if overseas.
- b. Discrepancy valued at \$100 or more (in excess of \$25 for shipments made or directed by GSA), or cost cannot be determined.
- (1) Receiving the SF 361 from another activity. If the SF 361 was initiated by a POD or transshipment point, proceed to paragraph 3-7 unless more information is needed. If no additional discrepancies were found, add any additional information to that which is already on the SF 361. If other discrepancies were found, keep the SF 361 received from the discovering activity to be used as evidence if discrepancy is not resolved. Prepare a new SF 361 to show all the discrepancies; follow the basic reporting instructions in paragraph 3-5.
- (2) Discovery of the discrepancy. Prepare an SF 361 as shown in paragraph 3-5.

* 3-5. Advisory action and request for information

- a. Carrier notification. Whether or not the SF 361 is used as an RFI, always notify the carrier (except MAC or ocean carriers) in writing. This will be done within 7 days after the discrepancy is found or a reasonable delivery time has passed and no part of the shipment has been delivered. Prepare SF 361 by filling in blocks 1 through 31 with all available information. (See fig 3-2.) Appendix E explains how to fill out each block. If more data from the carrier or shipper is needed, use block 30 to ask the question.
 - b. Distribution.
- (1) Transmit a copy to the delivering commercial carrier by mail or other appropriate means. Mail a copy to any other activity from which information is being requested in block 30. If overseas provide copy to AMO.
 - (2) File the original SF 361 in the suspense file.

2 1

TRANSPORTATION DISCREPANCY REPORT	: 1. DA	TE		: 2. REI :	ORT NUMBE	R	: FO	RM APPROVE
		4016		:			: 309	
		PAR	T 1					
++ : REQUEST FOR INFORMATION ++		++	IFICATION	+	SCELLANEO	US PROBLEMS		
3. TO			:4. REPORT					
				Cerminal Br	remerhaven			
			: APO NY	7 09069				+ :WK4F43
			-+ :6. CONSIGN					+
Military Ocean Terminal, Bayonne			:		ribution	Group		
Bayonne, New Jersey 07002	+	: CDR, European Distribution Group -: AAFES - Europe : APO, NY 09143					+	
			-+					
7. SHIPPER			:8. CARRIER	R ROUTING A	AND IDENTI	FICATION CT 0	0106902	
		+				W15QLL 4929		
		:	: SLND	•	:	:	:	
). POINT OF ORIGIN			:10. CARRIE	ER'S PRO/FF	REIGHT BIL			
1. DESTINATION			:12. BILL (OF LADING N A				
.3. MODE :14. DATE CARRIER :15. DAT CODE : SIGNED FOR : REC : SHIPMENT : MEN	TE CONSIGNEE CEIVED SHIP-	:16. DATE DI : CREPANC	S- :17. DA Y : NO	ATE CARRIEF	: 18. NA	ME OF PERSON CO	ONTACTE	D
Z :			:		:			
9. SEAL NUMBERS AND CONDITION								

12A Exhibit A

AVN 690-0321 X346 22. REPLY 33A. NAME OF RESPONDENT			/s/ E				ATURE			:33B. :	TELEPHONE : 33E. :	
AVN 690-0321 X346 		: : 	/s/ E			gan 					TELEPHONE	
AVN 690-0321 X346		: : 	/s/ E			gan 						
AVN 690-0321 X346		:		lizabet	th A Ha	gan 						r
C. TELEPHONE NO.		:		lizabet	th A Ha	gan						r
		:31D. SIGNATUR	X.L.									r
												r
Elizabeth A. Hagan									s & Rec Doo	c Control	Superviso	
la. NAME OF PREPARER (:31B. TI	 FLE			
0. REMARKS (See prepar Stuffing activity re			coverin	g regu	lation	for s	 suggest	ed inform	mation)			
	:			:	:		: :	:	:	<u>:</u>	:	<u>:</u> :
	:			:	:			:		:		<u>:</u>
	:			:	:		: :			<u>: </u>	:	<u>:</u>
	:			:	:			:		:	:	<u>:</u>
	:			:	:			•		:	:	<u>:</u>
	<u>:</u> :			:	:		: :			<u>:</u> :	:	<u>:</u>
		40-00-A27-4079					: SK			:		<u>:</u>
HX8AAW-3047-0052		Tortilla Chips		:	:			· :		<u>. </u>	:	<u>:</u>
HX8AAW-3047-0052		Potato Chips 40-00-A27-4006		: CS	: 1		: SK	•		<u>:</u>		<u>:</u>
20	:	21		: 22			: 24			: 27		: 29
	: NAII	JNAL STOCK NO.	(NSN)	:	: (FIE				: SHIPPED			
CONTROL NO.		AND/OR ONAL STOCK NO.							: UNITS			: OF
TRANSPORTATION CONTROL NO.		MODITY DESCRIPTI		: TYPE								
DOCUMENT AND/OR TRANSPORTATION CONTROL NO.	: COM				~		: TYPE			JE DATA		: VALUE

This will give the carrier, and any other activity that might have information, time to resolve the discrepancy before the 60-day deadline. The 60 days are counted from the day the discrepancy was discovered.

c. Responding to the RFI. All recipients of the RFI must answer within 40 days after the date the discrepancy was answered. If no information can be furnished, a negative reply is required.

3-6. Answer to requests for information

- a. Not answered. If all RFIs were not answered within 50 days after the discrepancy was discovered, a NON-RESPONSE message will be written. The subject will be: "RFI Followup." The body of the message will state "Answer not received by required deadline." Send the message to any addressee that did not answer the RFI, and send a copy to the proper MTMC area command or the oversea AMO. Do not wait for a reply to a late notice because of the 60-day deadline. Continue with the actions required in paragraph 3-8.
- b. Answered. If all the answers were received, the next step is to try to resolve the discrepancy.

* 3-7. Discrepancy resolved

- a. If the discrepancy is resolved before the 60-day deadline, or the value is determined to be below &100, pull the original SF 361 from the suspense file and cancel it by taking the following actions:
- (1) Print or stamp "CANCELLED" at the top and bottom margins on the front of the SF 361.
- (2) Give the reason for the cancellation in the remarks'block. This will by typed or printed clearly. Sign and date the cancelled notation.
- (3) Mail a copy of the annotated SF 361 to each company or activity that was involved or received reports of the discrepancy.
- b. If the discrepancy is not reportable under chapter 5, follow procedures in paragraphs 1-9b and 5-3.
- c. If the discrepancy was not resolved, you must take further action as shown in paragraph 3-8.

* 3-8. Forwarding the TDR package.

- a. If a sealift carrier was NOT at fault, the SF 361 will be completed within the 60-day deadline. See appendix E for instructions.
- (1) Putting the TDR package together. The SF 361 is the source document on which claims are based. The claim has a better chance of being successful if the SF 361 is backed up by good evidence. Appendix E lists items that make up this evidence. As many times as possible should be attached to the SF 361 to be sent to the proper claims office. Complete blocks 34 through 45 of the SF 361 as shown in figure E-1. See appendix E for instructions.

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- (2) Distribution. Mail the original SF 361 with supporting documents (TDR package) to the proper claims office or MTMC area command when claim action is not indicated (e.g. DOD shipper responsibility, astray, or overage not resolved. Place one copy of the TDR package in file. Mail one copy of the SF 361, without attachments, to the proper MTMC area command. If overseas, mail an additional copy to the AMO. Distribute other copies as required by the Service or Agency listing shown in appendix G.
- b. If a sealift carrier was at fault, follow procedures in paragraph 3-9.

* 3-9. Cargo Outturn Reporting System (CORS)

- a. Consignee action. If the discrepant item is a privately owned vehicle (POV), use the DD Form 788 (Private Vehicle Shipping Document For Automobile) or the commercial carrier form that arrived with the vehicle. Do not use an SF 361 unless a DD Form 788 is not available or not adequate to describe the discrepancy. Gather all supporting evidence, as listed in appendix E. If the item is not a POV, complete the SF 361. Send the original TDR package (SF 361 or DD Form 788) to the POD within 60 days, and place a copy of everything in the file. Mail one copy of each SF 361, without attachments, to the proper MTMC area command. If overseas, mail an additional copy to the AMO. Distribute other copies, as required, by service (agency listing shown in appendix G. If the discrepancy is resolved, cancel the partially prepared POD TDR (para 1-9h). There is no further consignee action unless information is requested by the POD, POE, or the claims office.
- b. POD action. Combine all SF 361 (or DD 788) packages received from the consignee by voyage number. Fill out a DD Form 470 for each voyage. The DD Form 470 will be prepared as explained in appendix F and will be used as a cover sheet to the attached TDR packages. The DD Form 470, with original SF 361's and supporting data, will be sent to the POE within 90 days after discharge of cargo.
- c. POE action. One of the actions shown below will be completed within 120 days after discharge of cargo. Action will be based on the number of DD Form 470 packages received for a single voyage.
- (1) One DD Form 470. If only one DD Form 470 package is received for a single voyage, review for completeness. Include any information on documentation that is not covered in the package. Send the package to the proper MTMC area command for final review.
- (2) More than one DD Form 470. If more than one DD Form 470 package for a single voyage is received, consolidate them into one package. Place a new DD Form 470 as a summary sheet for the cover of the total package. Fill in blocks 1, 2, 3, and 12; then, sign and

C2, AR 55-38/NAVSUPINST 4610.33C, Ch 2/ 15 April 1985 C2, AFR 75-18/MCO P4610.19D, Ch 2/ DLAR 4500.15, Ch2 TRANSPORTATION DISCREPANCY : 1. DATE : 2. REPORT NUMBER REPORT : : OMB NO. : 3090-0093 3301 : FB4427-0101 ______ PART 1 +---+ : : INITIAL NOTIFICATION : : MISCELLANEOUS PROBLEMS : X : REQUEST FOR INFORMATION 3. TO :4. REPORTING ACTIVITY (Address 1 copy to carrier and 1 copy to : Transportation Officer consignor) : Travis AFB, CA 94535 5. CONSIGNOR :6. CONSIGNEE DCAS Philadelphia : Same as 4. P.O. Box 7478 +----: Philadelphia, PA 19101 :S391CA : : FB4427 7. SHIPPER :8. CARRIER ROUTING AND IDENTIFICATION CT 00106902 ABC Manufacturing Co. : Acme Truck Lines Trlr NL250 1110 W. 47th Street : ACTL : : : Philadelphia, PA 19105 : N/A 9. POINT OF ORIGIN :10. CARRIER'S PRO/FREIGHT BILL NO. : M20018 11. DESTINATION :12. BILL OF LADING NO./TYPE : GBL M2 023 954 ______ 13. MODE :14. DATE CARRIER :15. DATE CONSIGNEE :16. DATE DIS- :17. DATE CARRIER :18. NAME OF PERSON CONTACTED CODE : SIGNED FOR : RECEIVED SHIP- : CREPANCY : NOTIFIED : : SHIPMENT : MENT : DISCOVERED : : 3299 : 3299 : 3299 : Mr. Howard в : 3286 19. SEAL NUMBERS AND CONDITION +---+ +---+ : : INTACT : : BROKEN/MISSING (Include details) () N/A

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31C. TELEPHONE NO. AVN 289-1610 Com'1 202-756-161032. REPLY	: /s/ Jan Ir			33D. SIGN						S P	:	FOR	y GSA	DATE (Rev. 3-84)
31C. TELEPHONE NO. AVN 289-1610 Com'l 202-756-1610 32. REPLY 33A. NAME OF RESPONDENT	: /s/ Jan Ir			33D. SIGN							:		:33E.	
31C. TELEPHONE NO. AVN 289-1610 Com'l 202-756-1610 32. REPLY 33A. NAME OF RESPONDENT	: /s/ Jan Ir										:			
31C. TELEPHONE NO. AVN 289-1610 Com'1 202-756-1610	: /s/ Jan Ir											TEL	EPHONE	NO.
31C. TELEPHONE NO. AVN 289-1610 Com'1 202-756-1610	: /s/ Jan Ir													
31C. TELEPHONE NO. AVN 289-1610 Com'l 202-756-1610	: /s/ Jan Ir													
31C. TELEPHONE NO.	: SID. SIGNATURE													
	:31D. SIGNATURE													
Jan Ingerski	lype of princ)					:	OS&D		îk					
Carrier: Confirming 31 Oct 83.		Oct 83 ns sho	, 10 rt.			d to		nspe						
	:	:	:			:		:		:		:	;	- <u>:</u>
	: :	:	:			:		: :		:		:		<u>:</u> <u>-</u>
	: :	:	:			:		: :		:		:		<u>-</u> -
	:	:				:		:		:		:		<u>-</u> -
	:	:				:		:		:		:	:	- <u>-</u> -
	: :	:	:			:		:		:		:		<u> </u>
	: 7450-00-581-5740	:	:			:		:	-	:	100	:	50 :	<u>. </u>
	: Records, Sound : 7450-00-581-5740	: 0	T:		DK SS			: 2 : -	200		100	:	50 :	
A16HHC-3210-0004	: 21	: 2	:		24	: :	ISSUE		HIPPED		UNITS			
20	: NATIONAL STOCK NO. (NSN))F :	CREPANT	CAUSE	: (UNIT	: [JNITS	:	DISC	REPA	NT :	OF
	: COMMODITY DESCRIPTION : AND/OR		PE :	DIS-	AND	:					DATA		: ::	OR COST

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ly the number of DD Forms 470 that are included in the mand will submit to the MSC office responsible for package. Mail complete package to the proper MTMC claim action.

date the new DD Form 470. Block 12 should contain on-

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15 April 1985

* CHAPTER 4
JOINT MILITARY ASTRAY FREIGHT
PROGRAM (JMAFP)
(CONUS ONLY)

4-1. General

This chapter explains how the JMAFP committee members (CM) are to report transportation discrepancies discovered during inspections of carrier terminals or warehouses. See AR 55-355/NAVSUPINST 4600.70/AFM 75-2/MCO P4600.14A/DLAR 4500.3, paragraph 221003, for frequency of inspections and other information related to the JMAFP.

4-2. Types of discrepancies covered

- a. Astray. When astray DOD/GSA cargo (unclassified or non-protected) is discovered then take actions shown in paragraph 4-3. If the astray freight is classified or protected cargo, report it according to chapter 2.
- b. Discrepancies other than astray. If the astray freight has another type of discrepancy, such as damage or pilferage, report it according to chapter 2 (classified or protected cargo) or Chapter 3 (unclassified or non-protected cargo).

4-3. Discovery of discrepancy

All finds will be reported. If the freight cannot be readily identified, follow actions in paragraph 4-4. If the freight can be identified, go on to actions in paragraph 4-6.

4-4. Advisory action and request for information

a. Shipper Notification. Prepare the SF 361 as a request for information (RFI) by completing blocks 1 through 31 with as much information as is available. Appendix E explains how to fill out each block. Use block 30 to ask for information needed. Furnish a copy of any packing or shipping document from the item.

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This will be done within 7 days after discovery of the freight.

- b. Distribution. Mail a copy to each activity from which the information is being requested. Send a copy to the carrier. File the original SF 361 in the suspense file. This will give the activity that might have information time to resolve the discrepancy before the 60-day deadline. The 60 days are counted from the day the freight was discovered.
- c. Responding to the RFI. All recipients of the RFI must answer within 40 days after the freight was discovered. If no information can be furnished, a negative reply is required.

4-5. Answers to RFIs

- a. Not answered. If all RFIs were not answered within 50 days after the freight was discovered, a non-response message will be written. The subject will be "RFI follow-up." The body of the message will state "Answer not received by required deadline." Send the message to the activity that did not answer the RFI and send a copy to the proper MTMC area command. Do not wait for a reply to a late notice because of the 60-day deadline. Continue with the actions in paragraph 4-6.
- b. Answered. If all the answers were received, the next step is to identify and prepare freight for onward movement; then continue with actions in paragraph 4-6.

4-6. Reporting of discrepancy

- a. Action. Ensure blocks 1 through 31 of the SF 361 are completed with all available information. Appendix E explains how to fill out each block. This must be done within 60 days after the discrepancy was noted.
- b. Distribution. Mail the original SF 361 to the proper MTMC area command and place one copy in the file. (See app G for the proper address.) Mail one copy to the consignee's local stock control activity or requisitioner (when different) as soon as the consignee is known.

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APPENDIX B

DISCREPANCY CODES

Number of Characters: Two

Type or Code: Alpha or alphanumeric

A General

Enter a two-position code in accordance with codes shown below. First position to indicate type of discrepancy and second position to indicate cause of discrepancy; e.g., (1) astray freight attributed to incomplete marking would be coded "A3," (2) damage attributed to spoilage would coded "DG." The second position must agree one of the discrepancy causes assigned to the discrepancy type being reported in the first position.

* B Discrepancy Codes

Discrepancy	1st Position	Discrepancy	2nd Posi-
Type	Code	Cause	tion Code
Astray	A	Incomplete, illegible missing marking/label/tag	3
		Hotline Visit	H
		Carrier Initiated Visit	C
		Routine Visit	R
		Missing billing	4
		Hotline Visit	5
		Carrier Initiated Visit	6
		Routine Visit	7
		Unknown	A
Overage	0	Improper Documentation	5
		Incomplete marking/missing Label/tag	3
		Defaced/illegible marking	4
		Improper loading/stowing	K
		Unknown	0
Shortage	S	Leakage/spoilage evaporation	L
		Improper documentation	5
		Theft	T
		Pilferage	P
		Status "W" cargo (MTMC terminal use only)	I
		Improper loading/stowing	K
		Unknown	S
Damage	D	Fire	F
		Improper loading/stowing/blocking and bracing	K
		Materials handling equipment	6
		Marine casualty	1
		Spoilage	G
		Rough handling	Q
		Stevedoring	2
		Water damage	E

Discrepancy	1st Position	Discrepancy	2nd Posi-
Type	Code	Cause	tion Code
		Wreck	W
		Vandalism	V
		Concealed damage	Z
		Unknown	D
ther	X	Broken, missing, improper, or inadequate seals	В
		Special contract or carrier services not provided on unclassified or no	on-
		protected cargo	С
		Excess transit time	H
		<pre>Incomplete marking/missing label/tag</pre>	3
		Defaced/illegible marking	4
		Improper carrier handling, service, or equipment	J
		Improper loading, stowing, blocking (if no actual damage)	K
		Certification of hazardous material (DD form 1387) missing or incorrec-	t. L
		Improper marking oar labeling of hazardous material (other than DD Form	n
		1387-2 violations).	M
		Misconsignment	N
		Special contract or carrier services not provided on classified or pro-	tected
		cargo (other than DD form 1907 (signature and Tally record) violations). R
	S	ignature Security Service (DD Form 1907) violations.	S
		Not specified above. (Describe in remarks)	X

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* Appendix G

Transportation Discrepancy Report (TDR) (SF 361) Distribution and Addresses

Section I. General

This appendix contains addresses and distribution information to submit SF 361's . Section II lists the focal point for policy at each major military command/agency. Section III lists the Area Monitoring Offices and section IV contains the additional distribution requirements for each Service/Agency. Section IV is divided as follows:

- a. Army
- b. Navy
- c. Air Force
- d. Marine Corps
- e. Defense Logistics Agency (DLA).
- f. General Services Administration (GSA)
- q. International Logistics Shipments.
- h. Army and Air force Exchange Service (AAFES).

Section II. Major Military Command/Agency

Department of the Army

HQ AMC

ATTN: AMCSM-PST

5001 Eisenhower Ave.

Alexandria, Va 22333

Department of the Navy

Commander

Naval Supply Systems Command

ATTN: Code 052

Washington, DC 20376

Department of the Air Force

Traffic Management Division

HQ USAF/LETT

Washington, DC 20330

Marine Corps

Commandant of the Marine Corps

Headquarters Marine Corps

ATTN: CODE LFT-1

Washington, DC 20380

Defense Logistics Agency

Director

Defense Logistics Agency

ATTN: DLA-OT (For DCAS ATTN: DLA-AT)

Cameron Station

Alexandria, VA 22314

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DLAR 4500.15, Ch 2

Military Traffic Management Command

Commander

Military Traffic Management Command

ATTN: MT-ITD

Washington, DC 20315

Section III. Area Monitoring Offices

Continental United States

Proper MTMC area command where the reporting activity is located in CONUS as shown in chapter 108, AR 55-355/NAVSUPINST~4600.70/AFR~75-2/MCO

P-4600.14A/DLAR 4500.3

Message Address:

Commander CDRMTMCEA BAYONNE NJ

//MTE-ITD-F//

MTMC Eastern Area ATTN: MTE-ITD-F Bayonne, NJ 07002

(Proper MTMC Area Command for activities under the European Command, At-

lantic Command, and Republic of Panama).

CDRMTMCWA OAK CA

Commander //MTW-ITT-D//

MTMC Western Area ATTN: MTW-ITT-D Oakland Army Base Oakland, CA 94626

(Proper MTMC Area Command for activities under the Pacific Command and in

Alaska).
Overseas

Alaskan Command Activities

Army

Commander CDR 172d INF BDE FORT 172d Infantry Brigade (AK) RICHARDSON AK/AFZT-DI-T

ATTN: AFZT-DI-T

Fort Richardson, AK 99505
Navy (Aleutian Islands)

Commanding Officer NAVSTA ADAK AK

Naval Station

ATTN: Material Division FPO Seattle 98791 Navy (Mainland)

Chief CHMTMC MECOBO AK
MECOBO-AK ELMENDORF AFB AK

Elmendorf AFB, AK 99506

Air Force

Commander HQ AAC ELMENDORF AFB AK

Alaskan Air Command //LGT//

ATTN: LGT

Elmendorf AFB, AK 99506

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Atlantic Command Activities

Navy

Commanding Officer CDRNAVMTO NORFOLK VA

NAVMTO

Bldg Z-133, Naval Station

Norfolk, VA 23511

Non-Navy

Commander CDRMTMCEA BAYONNE NJ

MTMC Eastern Area //MTE-ITD-F//

ATTN: MTE-ITD-F Bayonne, NJ 07002 Republic of Panama

Commander

CDR 193 INF BDE FT CLAYTON

PN//AFZU-DIO// 193d Infantry Brigade (Panama)

ATTN: AFZU-DIO APO Miami 34004

United States European Command

Commander CDR4THTRANSCOM OBERURSEL 4th Transportation Command GERMANY//AEUTR-JTMA-JPP//

ATTN: AEUTR-JTMA-JPP APO New York 09451

Pacific Command Activities

CDR WESTCOM FT SHAFTER HI Commander

USA Western Command //APLG//

(WESTCOM) ATTN: APLG

Fort Shafter, HI 96858

Navy

Commander in Chief CINCPACFLT PEARL HARBOR HI

US Pacific Fleet //CODE 414//

ATTN: Code 414

Pearl Harbor, HI 96860

Air Force

Commander in Chief CINCPACAF HICKAM AFB HI

Pacific Air Forces //LGT//

ATTN: LGT

Hickam AFB, HI 96853

Marine Corps

Commanding General CG FMFPAC

FMFPAC Hawaii A/Chief of Staff, G-4

Camp Smith, HI 96861

* Section IV. Service/agency distribution

a. Claims Office (CONUS commercial carrier shipments only).

Commander

US Army Finance and Accounting Center

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                                                                                            15 April 1985
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DLAR 4500.15, Ch 2
                   ATTN: FINCH-GBA
                  Indianapolis, IN 46249
                b. Additional Army distribution to Army item managers.
                   (1) Any shipment involving ammunition or explosives.
                   Director
                  US Army Defense Ammunition Center And School
                  ATTN: SARAC-DEV
                  Savanna, IL 61074
                   (2) Any shipment of US Army Armament, Munitions, and Chemical Com
             mand (AMCCOM) managed materiel received from ammunition plants, arsenals, or
             depots.
                   Commander
                  US Army Armament, Munitions, and Chemical Command
                  ATTN: AMSMC-TM(R)
                  Rock Island, IL 61299
                  (3) Any non-ammunition, chemical or explosive shipment.
                   Commander
                  US Army Missile Command
                   ATTN: AMSMI-SSDT
                  Redstone Arsenal, AL 35898
                  Commander
                  US Army Tank and Automotive Commander
                  ATTN: AMSTA-FDT
                  Warren, MI 48090
                  Commander
                   US Army Communications Electronics Command
                  ATTN: AMSEL-MMD-DT
                  Ft. Monmouth, NJ 07703
                  Commander
                  US Army Troop Support Command
                  ATTN: AMSTR-SDT
                  St. Louis, MO 63120
                   Commander
                  US Army Aviation Systems Command
                  ATTN: AMSAV-SDT
                   St. Louis, MO 63120
                   (4) Any Army international logistics shipments. Includes foreign military sales.
             military assistance program, and grant aid.
                  Commander
                  US Army Security Assistance Center
                  ATTN: AMSAC-OP
                  New Cumberland, PA 17070
                   (5) All shipments with shortages, partial loss, damage, theft or pilferage as-
             sure that a copy of the SF 361 is furnished the consignees local stock control activity
             or requisitioner (when different).
             2. Navy
                a. Claims Office (CONUS commercial carrier shipments only)
                   Commanding Officer
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Navy Material Transportation Office

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Claims Office Code 023 Bldg Z-133, Naval Station Norfolk, VA 23511

b. Additional Navy Distribution Requirements

(1) Any DISREP involving ammunition and explosives.

Commanding Officer

Naval Sea Systems Command

ATTN: SEA 05M13

Washington, DC 20362

(2) Any Navy international logistics shipments. Includes foreign military sales, military assistance program and grant aid.

Commanding Officer

Navy International Logistics Control Office

ATTN: Code 261

700 Robbins Avenue

Philadelphia, PA 19111

(3) All shipments with shortages, partial loss, damage, theft or pilferage assure that a copy of the SF 361 is furnished the consignees local stock control activity or requisitioner (when different).

3. Air Force

a. Claims Office (CONUS commercial carrier shipments only)

When the appropriation shown on the GBL begins with 57 or the transportation account code (TAC) begins with an F.

Commander

Air Force Accounting and Finance Center

ATTN: AJF

Denver, CO 80279

- b. Additional Air Force Distribution Requirements
- (1) Any DISREP involving ammunition, explosives and other hazardous materials.

Commander

Ogden Air Logistic Center

ATTN: DSTS

Hill AFB, UT 84056

(2) Any shipments under Air Force Systems Command (AFSC) contract including ammunition, explosives and hazardous materials.

Commander Air Force Systems Command

ATTN: LGT

Andrews AFB, Washington, DC 20334

(3) Any Air Force international logistics shipments. Includes foreign military sales, military assistance program, and grant aid.

Commander

Headquarters Air Force Logistics Command

ATTN: ILC/XRP

Wright Patterson AFB, OH 45433

(4) All shipments with shortages, partial loss, damage, theft or pilferage. Assure that a copy of the SF 361 is furnished the consignees local stock control activity or requisitioner (when different).

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C2, AR 55-38/NAVSUPINST 4610.33C, Ch 2/ 15 April 1985 C2, AFR 75-18/MCO P4610.19D, Ch 2/ DLAR 4500.15, Ch 2 4. Marine Corps. a. Claims Office (CONUS) commercial carrier shipments only). Commanding General Marine Corps Logistics Base Code 470 Albany, GA 31704 b. Additional Marine Corps distribution. (1) Any Marine Corps international logistics shipments. Includes foreign military sales, military assistance program, and grant aid. Commanding Officer Navy International Logistics Control Office ATTN: Code 261 700 Robbins Avenue Philadelphia, PA 19111 (2) All shipments with shortages, partial loss, damage, theft or pilferage. Assure that a copy of the SF 361 is furnished the consignees local stock control activity or requisitioner (when different). 5. Defense Logistics Agency (DLA). a. Claims Office (CONUS commercial carrier shipments only). Commander US Army Finance and Accounting Center ATTN: FINCH-GBA Indianapolis, IN 46249 b. Additional Defense Logistics Agency distribution. (1) A copy of SF 361 will be forwarded to the applicable Defense Supply Center on any shipment made or directed by the Defense Logistics Agency. Routing Identifier Codes (RICs) follow each address for identification purposes. RICs are located in card columns 67 through 69 of the DD Form 1348-1. RTC Defense Construction Supply Center S9C ATTN: DCSC-OSI Columbus, OH 43215 Defense Electronics Supply Center S9E ATTN: DESC-SQRA 1507 Wilmington Pike Dayton, OH 45444 Defense General Supply Center S9G ATTN: DGSC-SOC Richmond, VA 23297 Defense Industrial Supply Center S9T ATTN: DISC-SF Philadelphia, PA 19111 Defense Personnel Support Center S9M Directorate of Medical Material Technical Assurance Division Technical Assurance Branch ATTN: DPSC-ATO(CCP) 2800 South 20th Street

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Philadelphia, PA 19101

15 April 1985

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Defense Industrial Plant Equipment Center

S9R/S9Q

ATTN: DIPEC-TFS

Memphis TN 38114

Defense Personnel Support Center

S9P/S9S

Office of Deputy Commander for Subsistence and Commander, Subsistence Field

Activities

ATTN: DPSC-ST(CCP)

2800 South 20th Street

Philadelphia, PA 19101

Defense Personnel Support Center

S9T

Directorate of Clothing and Textiles ATTN: DPSC-TTT (Technical Support Branch)

Building 12-2-G

2800 South 20th Street

Philadelphia, PA 19101

Defense Subsistence Region, Pacific

S7S

ATTN: DSR-PAC-Q

2155 Mariner Square Loop

Alameda, CA 94501

- (2) A copy of the SF 361 will be forwarded to the Contract Administration Office (CAO) on any shipment made by a contractor. CAOs are located in block 10 of the DD Form 250 or the DD Form 1155 (Order for Supplies or Services/Request for Quotations).
- (3) All shipments with shortages, partial loss, damage, theft or pilferage. Assure that a copy of the SF 361 is furnished the consignees local stock control activity or requisitioner (when different).
- 6. General Services Administration (GSA).
- a. Direct all SF 361's, Transportation Discrepancy Reports (TDR's) to the following address for shipments made from or directed by GSA. This includes direct delivery shipments from a vendor or contractor but excludes shipments of commercial vehicles.

GSA Discrepancy Reports Center (6FRT)

1500 E. Bannister Road

Kansas City, MO 64131

b. Submit TDR's for shortage, damage, theft, or pilferage to shipments of commercial vehicles purchased through GSA to the following address:

General Services Administration

Automotive Commodity Center (FAP)

Washington, DC 20406

- 7. International logistics shipments
- a. TDR Distribution for foreign military sales, Military Assistance Program and Grant Aid .

Security Assistance Accounting Center (SAAC)

Denver, CO 80279

Cognizant (in country) Military Assistance Advisory Group

b. Sponsoring Service International Logistics Coordinating Office listed under applicable Service section. Sponsoring Service is determined by the first position of

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Oakland, California 94626

C2, AR 55-38/NAVSUPINST 4610.33C, Ch 2/ 15 April 1985 C2, AFR 75-18/MCO P4610.19D, Ch 2/ DLAR 4500.15, Ch 2 the transportation control number (TCN), e.g., B-Army, D-Air Force, P-Navy, K-Marine Corps. 8. Army and Air Force Exchange Service (AAFES). a. Claims Office Headquarters Army and Air Force Exchange Service ATTN: CM-1 P.O. Box 222305 Dallas, Texas 75222 b. Additional AAFES distribution requirements. (1) When any AAFES shipment consignor is within MTMC Eastern Area of responsibility. AAFES Atlantic Transportation Center Bldg. 42, Room 564 Military Ocean Terminal Bayonne Bayonne, New Jersey 07002 (2) When any AAFES shipment consignor is within MTMC Western Area of responsibility. AAFES Pacific Transportation Center Bldg. 640, Oakland Army Base

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C2, AR 55-38/NAVSUPINST 4610.33C, Ch 2/ C2, AFR 75-18/MCO P4610.19D, Ch 2/

DLAR 4500.15, Ch 2

* Glossary

Section I. Abbreviations

AAFESArmy-Air Force Exchange Service AMOarea monitoring office AUTOVON ... Automatic Voice Network CAOContract administration office CBL.....commercial bill of lading CMcommittee member CONEX.....container express CONUS.....Continental United States CORSCargo Outturn Reporting System DISCORS ... Discrepancy in Shipment Cargo Outturn Reporting System DLA Defense Logistics Agency DODDepartment of Defense DODAACDepartment of Defense Activity Address Code DOT Department of Transportation DSR.....Defense Subsistence Region DTS.....Defense Transportation System ERL....expected receipt listing FMS.....foreign military sales FPMRFederal Property Management Regulation FTSFederal Telecommunications System GBL.....Government bill of lading GSA......General Services Administration ITOinstallation transportation officer JMAFPJoint Military Astray Freight Program LOGAIR United States Air Force Logistics Airlift System LTL....less truck load MACMilitary Airlift Command MAPMilitary Assistance Program MILSTAMP ..Military Standard Transportation and Movement Procedures MILVAN....militarv van MSCMilitary Sealift command MSCVANSEAVAN or MILVAN leased or controlled by MSC MTMC.....Military Traffic Management Command NSN......National/NATO stock number PODport of debarkation POE.....port of embarkation POV.....privately owned vehicle QUICKTRANS Navy's Commercial Airlift/Truck Distribution System (CONUS) RDDrequired delivery date REPSHIP ...report of shipment RFIrequest for information

RICrouting identifer code
SCACstandard carrier alpha code
SEAVAN....commercial or government-owned (or leased) shipping container
TAC.....Transportation Account Code
TCMD.....Transportation Control and Movement Document
TCN.....Transportation Control Number
TDR.....Transportation Discrepancy Report
TFN.....TDR file number
TMOtraffic management officer
UPS.....United Parcel Service

Section II. Terms

Acquisition document

The basic requisition or other approved document covering the item billed/shipped.

Ammunition/explosives

A contrivance charged with explosives, propellants, and pyrotechnics, initiating composition or nuclear, biological, or chemical material for use in connection with defense or offense, including demolitions. Ammunition that can be used for training, ceremonial, or nonoperational purposes is also included.

Area monitoring office

The office to which responsibility is assigned for monitoring TDR actions in a specific theater or area.

Astray freight

Shipments or portions of shipments that are found in carrier's possession or delivered to a Government installation for which billing (waybill, freight warrant, etc.) is not available or that are being held for any reason except transfer.

Civilian agencies

All agencies in the Federal Government other than DOD installations and activities; e.g., GSA.

Claims office

The office responsible for filing claims on behalf of the Department of Defense against carriers, contractors, stevedores, or vendors for loss or damage resulting from the movement of Government-owned property; i.e., the proper finance center for CONUS commercial carriers, MSC for commercial ocean carriers, the office that negotiated the tariff for foreign carriers, and the responsible contracting officer for contractors, stevedores, and vendors.

Classified material

Official information or material that has been determined to require, in the national interest, protection

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against unauthorized disclosure and that has been so designated.

Consignee

The activity designated by the transportation document to receive the shipment. For example, when a GBL shipment is sent to an aerial port for further movement overseas, the aerial port is the consignee.

Consignor

The activity that directs or arranges for a shipment. (The consignor may not be the same as the shipping ac-

Contract Administration Office

The activity responsible for administering the contract against which the shipment was made.

Controlled cargo

(See protected cargo.) Items that require additional control and security as prescribed in various regulations and statutes. Controlled items include money, negotiable instruments, narcotics, registered mail, precious metal allovs, ethyl alcohol, and drug abuse items. CORS

The system that reports discrepancies in shipments attributed to movement by sealift carriers or their agents.

Dangerous material

(See hazardous material.)

Calendar days only counting from the date of discovery unless otherwise stated.

Defense Transportation System

A system that consists of military-controlled terminal facilities, Military Airlift Command controlled airlift, Military Sealift Command controlled or arranged sealift, and Government-controlled air or land transportation.

Department of Defense Activity Address Code

The six digit code found in DOD 4000.25-D.

Excessive transit time

Excessive delay in delivery of shipment beyond average or established transit time of the mode used between point of origin and destination.

Hazardous material

Any material that has been determined by the Department of Transportation or military regulations under conditions incident to transportation as capable of posing an unreasonable risk to health, safety, and property. This includes material classified as explosive, flammable, corrosive, combustible, poisonous, compressed gas, toxic, radioactive, or unduly magnetic. ("Unduly Glossarv 2

magnetic" means that sufficient magnetic field strength is present to cause significant navigational deviations to the compass sensing of an aircraft.)

15 April 1985

Inadequate carrier equipment or facilities

Carrier's equipment or facilities that are inadequate for movement, storage, or protection of material while in the carrier's custody.

Loading, blocking, stowing, bracing, lashing, han-

The placement and securing of material in carrier's equipment or vessel for protection during transportation.

Misconsigned shipments

Shipments incorrectly consigned by the transportation officer or the authorized agent.

Any article of freight (packaged or loose) that, upon delivery by a carrier, is found to be in excess of the quantity recorded on the bill of lading or transportation document covering the shipment.

Partial loss

Indicates partial loss of contents of shipment units, other than by theft or pilferage. This includes spillage, leakage, or evaporation from the contents of bottles, barrels, or similar containers.

Pilferage

Items missing from a container in a shipment that has been torn open or material of a pilferable nature missing in the same or adjacent shipment(s) when other containers have been tampered with. Contents of the containers must be totally or partially missing.

Protected cargo

Items designated as having characteristics that require that they be identified, accounted for, secured, segregated, or handled in a special manner to ensure their safety or integrity. Protected cargo is divided into sensitive and controlled cargo, as defined in this glossary.

SEAVAN

A commercial or Government-owned (or leased) shipping container that is moved via ocean transportation without bogey wheels attached.

Sensitive cargo

(See protected cargo.) Small arms, ammunition, and explosives that are a definite threat to public safety and can be used by militant, revolutionary, criminal, or other elements for civil disturbances, domestic unrest, or criminal actions.

Shipper

(If other than consignor.) The activity physically making shipment for the account of the consignor.

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Shipment unit

One or more items of compatible commodities for shipment to one ultimate consignee under a single-key transportation control number. For more specific definition, see DOD 4500.32-R.

Shipping-type (item) discrepancy

Any variation in quantity or condition (DOD shipments only) of goods received from that shown on the covering authorized supply shipping documents (e.g., GSA or DD Form 1348-1 Single Line Item Release/Receipt Document), purchase order, or other authorized shipping document). This includes lost or damaged parcel post shipments or other discrepancies not the result of a transportation-type error.

Shortage

The condition that exists when a number of pieces of freight (packaged or loose) received is less than the number recorded on the applicable bill of lading or governing transportation document and when the discrepancy is discovered at destination, transshipping activity, or other authorized point.

Special contract or carrier services not provided

A service for which the carrier was paid but did not perform. For example, failure to provide signature security service, failure to re-ice perishables, or failure to furnish two drivers when requested.

Theft

Stealing of whole containers or articles of freight shipped loose while in the transportation pipeline.

Transportation control number

A 17-position number assigned to control a shipment unit throughout the transportation cycle within the $\overline{\text{DTS}}$

Transportation-type discrepancies

Any variations in quantity or condition of material received from that shown in the piece count by type of transportation pack on the bill of lading or governing transportation document, or if material is delivered without documentation and other deficiencies or discrepancies in transportation when discrepant material is not involved. For example, improper or inadequate carrier handling, service, or equipment is involved, or significant or repetitive discrepancies by the same shippers are noted in connection with the preparation and/or distribution of bills of lading. Responsibility can be the fault of the carrier or the shipper.

Transshipment point

A point where the responsibility for an intransit shipment is transferred from one carrier, mode, or conveyance to another for further transportation to the consignee.

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1 May 1982

The office of primary interest in this joint publication is the Military:
Traffic Management Command. Users are invited to send comments and:
suggested improvements directly to Commander, Military Traffic Management Command, ATTN: MT-ITD, WASH DC 20315. Army users will:
use DA Form 2028 (Recommended Changes to Publications and Blank:
Forms).

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General, United States Army

Chief of Staff

Official:

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Brigadier General, United States Army
The Adjutant General

A. A. GIORDANO
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Commander, Naval Supply Systems Command
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Director of Administration
H. A. HATCH
Lieutenant General, USMC
Deputy Chief of Staff for Installations

R. F. McCORMACK

Colonel, USA

Staff Director, Administration, DLA

Do Andre of the Country of the New the

By Order of the Secretaries of the Army, the Navy, the Air Force, and the Director, Defense Logistics Agency:

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Official:

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Distribution:

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Navy: Activities holding NAVSUP Manual, Vol. V (less SNDL C4FB (Fleet Assistance Group, Atlantic, Norfolk, VA)); FKM9 (13 copies); FT56 (70 copies); Copy to: SNDL A3 (OP-09B1); C37E NPPSDO: NDW(CL) (2 copies); C37F3 (Morgantown, WV only); FKP1B(8 copies); 0821 (15 copies); 91;09A; 091; 0512; 081B3 (5 copies) Stocked: Naval Publications and Forms Center, 5801 Tabor Avenue, Philadelphia, PA 19120

Air Force: F

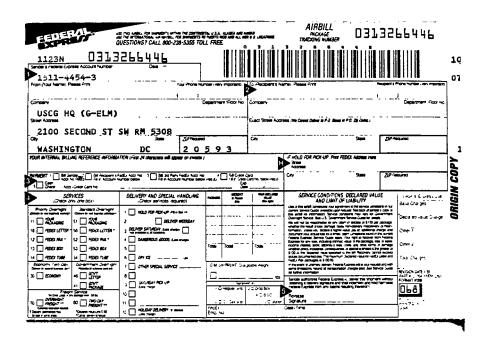
MARCORPS CODE: HW2/HW3

Defense Logistics Agency: 2

* U.S. GOVERNMENT PRONTING OFFICE: 1987 0-- 181421 (60244)

A. General

- 1. Procedures. Exhibits A through Q give general guidelines on the preparation of Federal Express shipping documentation. Consult your customer service representatives or Federal Express Service Guides for additional information. Do not use P.O. Box numbers. Always send the goods to freight addresses shown in the Department of Defense Activity Address Directory (DODAAD) (DOD 4000.25-6-M).
 - a. <u>Domestic Shipments</u>. See Exhibits A through E for examples.
 - (1) Block 1. Be sure to show your Federal Express Account number in addition to your office symbol and address. Always show your ZIP code. Also show your accounting data where indicated.
 - (2) Block 2. Show the complete name, freight address, and ZIP code of the receiving unit. Also show the phone number, if known.
 - (3) Block 3. Be sure to check a block in this section so Federal Express can bill the correct activity.
 - (4) Block 4. Always check either the "Gov't Letter" or "Gov't Package" block. If you don't, you will be charged regular commercial rates. Fill in the service level desired. If you're shipping four packages or less to the same destination, fill in the weight of each package and the total weight in the blocks shown. If you're shipping more than four packages to the same destination, fill in only the total number of packages and the total weight in the block shown.
 - b. <u>International Shipments</u>. Since you're sending a package to another country, customs procedures are involved. See Chapter 20 for specific paperwork required. See Exhibits F through Q for examples and general guidance.



REQUIRED SHIPPING DOCUMENTS

Domestic Airbill

For shipments to and from points in the conpnental U.S. Alaska, and Hawaii, the FedEi domestic airbill must be used. GBLs are not acceptable to snip express. documents and packages under con-

transport of the service of the serv be sure to include all the tollowing information

Matter

Your FedEx GovernmentAccount
Number (Required!) the name and address of your agency, your phone number and the ship date. (To request an account number or additional pre-printed artibilis call €00-238-5355.)

Your Billing Reference Information.
Write in any internal record-weeping codes or notes, the first 24 characters will appear on your invoice.

will appear on your invoice

The Recipient's Name lagency name address including Zip Code; and prone number Correct Zip Codes are corticat to the time; deti-en; of your shipment. Federal Express cannot deliver to a PO Box address or a PO Box Zip Code. Federal Express cannot deliver to APO and FPO addresses.

Method of Deviment Section.

Method of Payment Section. Choose one

Bil Senaer

Shipper 5 valid FedEx Government ac-count number must be printed in the block in the top left corner of the airbill

Bii Recipient Recipient's valid FedEx account number must be included in the payment section

The recipient will be billed at their current FedEx rate

Bill Credit Card

Bit Orean Card Credit Card Dayment is not a lariable to Golernment shippers. The Golernment rate is hed to the payor. FedEr Golern-ment account number it the hansporta-tion charge is not offeed through a FedEr Golernment account number in on-contractinates will apply

Bill Third Party
Third Party's laid FedEr account number must be included in the payment section. The third part, will be billed at their current FedEx rate.

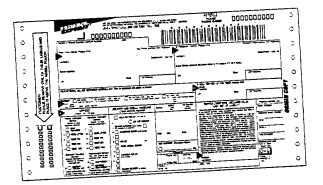
Cash

Cash pal, ment is not available to Government shippers. The Government rate is field to the payor's FedEx Government account number, if the transportation charge is not billed through a FedEx Government account number non-contract rates will apply.

non-contract rates will apply. The transportation charge is determined by the payor sifebara is press account number. Regardless of the payor—sender recipient or thing party—a FeoEx Government account number must be provided with the simplement fide-emment rates are to be assessed. Requests for repilling to another party, or a different account number will not be permitted. FeoEx arbitis and account numbers must be dusted. must be ut/ized.

Service Selection For contract serince laneck the correct packaging selec-tion under "Priority Overhight Service."

Delivery Instructions. For contract ser-lice, check Deliver Weekday. Other options for deliver, and special handling also exist. If you need to mark one of the



3 Exhibit B

other placks. There are applicant charges for Saturda, deliver, and pick-up as well as dangerous goods and packages with over 5 pounds of dr., ice pachages with client pounds of drying Comprete melotes under Pachages Merght land nour Declared latual Federal Express is stable for the full re-placement of any piece test or damaged up to \$250 per piece at \$9.0° per cound per piece, who helen is greater unless you declare a higher latue when pre-senting the pachage for due to the piece seating the pachage for due to the Eupress habitir, does not a coepi me achiatie polacement value of the piece is See Declared Latue and cristing, 10 age 5.1

Precises Signature Spirityou wish to authorize Federal Engress to deliver your shipment without coraning a deliver, signature rou will still be entitled to prote of delivery, however the information will be limited to the delivery time and date.

What happens if the airbill isn't com-pleted properly: If you tail to complete an airbill Federal Express will make the following assumptions

If you do not mark a billing collook will bill the shipper and subsequent requests for recoiling to another party will not be ретитер

permitted in you bill a recipient or third party, using a FedEx non-Government account num-cer, the recipient or third party, will be billed at interate that agency or company has negoriated with Federal Express.

If you smith pelot service, well assume

if you amit delivery instructions, we'll deliver to the destination address the neighbor.

It you mark FedEx Standard Overnight Senvice or Economy Two-Day Senvice

we'll deliver your package according to that service commitment and your line charged Government Contract Rates. If you fan to complete the Weight section well bill you according to the detay in a ring provision see. Shifting I have a consistence Shifting I have a Service Commons is section for the world, wide Service Guide.

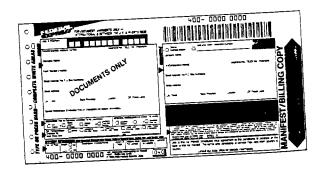
International Air Waybill

The matching Air Way District and U.S. and Puerto Ricci use the Internations of Warbill and complete it me same way you complete the domesholarbill except for the following.

- Check International Priority in the Services' block and the appropriate (Special Handling) box if desired
- Complete the shipment information Complete the simpness information block. For additional details see the Worthwide Service Guide under time, uponal Air Waybills. International Prior to Service Donations. TDeclared Jalue and Limits of Liability, and Duties and Table 1. Taxes 1

Express Manifest

Express Manifest
The Erpress Manifest is espécially
convenient for singares valor sera man
packages to various destinations inte
USIS even Jay. The Express Manifest
replaces as many as 10 individual
arbitis, searing, out time and money it
vour volume averages 10 or more pieces
daily contact, but PedEA Account Executive about a POWERSHIP shipping
management system it, you are seraing
a multiple-indice shipment causing
destination, you must use our arrow and
multiple-piece shipment facels (applied
by your counert) or a POWERSHIP system GBLs are not acceptable to singexpress documents and packages under express documents and packages unde confract service



4 Exhibit C

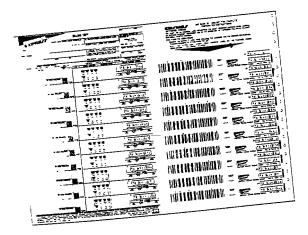
Service Restrictions. The Express Maintest cannot be used for international supments or for bit festigent supments. This town should be used only for single-piece singments from the singper to man indirection destinations rou can use the Express Maintest to Dangelous Cocks sust make sure that you include at least had copies of a property executed Shopper's Centication with each pairting.

Filling Out the Express Manifest. This form will reclade up to 10 archits, with a separate line for each package that you are shipping.

Just follow these simple instructions (which are also on the back of the manifest)

- Enter the date and page number of the manifest
- 2 Enter Jour Federal Express Government account number (Regulred)
- 3 Enter your agency name istreet address on state traditetter postal appreciation) and Dip Code Include you phone number
- 4 Enter the names and complete addresses of your recipients in the opumn provided for your convenience and for tracking packages (Required).
- 5 Enter Zip Code of the recipient, (Reduired) Federal Express cannot deliver to PIO Box addresses or Zip Ocdes or to APIC and EPIO addresses

- 6 Enter a Fnorth Overnight Service Code number 11 12 13 14 or 16 depending on the backlaging you are using (Codes appear in the pink band under the space for the shippe s information).
- TEnter the weight of each package
- 8 Enter the declared value if it exceeds \$250 per package or \$9.07.tb iper package whichever is greater
- 3 Check appropriate Special Handling box if desired
- Enter any special notes or reference information. The liver 24 characters will appear on your invoice.
- 11 Femole the entire 7-non tabet that includes the bar code and tracking car code by king from the latt. Then place the entire fiscal fixed, above the address table to the package that corresponds to the correct respond.
- 12 Permove the dustomer package tracking number by pulling the purple tab and retain it for your records
- 13 Repear steps 4-12 for each additional dackage
- 14 Sign the first page of the manifest till you are shipping on more than the manifest, we need your signature only on the first one.)
- 15. Place recipient address tabets on two sides of each package and an additional tabet inside.



5 Exhibit D

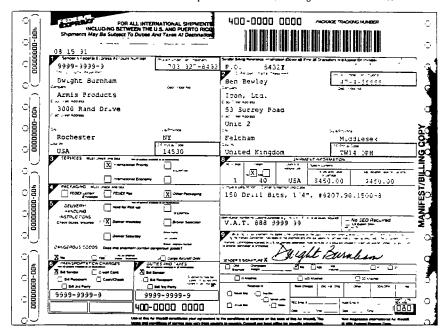
Encl. (18) to COMDTINST M4610.5

Weight	B . '				
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(up to 8 oz)	7 3.73	51	36 75	. 101 103.	69 39
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3	3.99	54	38 67	: 105	70.07
4		55	39.31	: 106	71.95
5	5.61	56	39.95	: 107	72.59
6	6.42	57	40.59	: 108	72.23
7	7.23	58	41.23	: 109	72.87
8	8.04	59	37.39 38.03 38.67 39.31 39.95 40.59 41.23 41.87 42.51 43.15 43.79	: 110	74.51
9	8.85	60	42.51	: 111	75.15
0		61	43.15	: 112	75.79
1		62	43.79	: 113	70.03 70.67 71.31 71.95 72.59 72.23 72.87 74.51 75.15 75.79
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4		65		: 116	78.35 78.99
5 6	13.71			: 117	
6 7		67 68	46.99 47.63	: 118 : 119	79.63 80.27
8	15.63			: 120	80.27
9		70		: 120	81.55
0		71	49.55		82.19
1	17.55			123	82.83
2	18.19			: 124	83.47
3	18.83	7.4	51.47	: 125	84.11
4	19.47	75	52.11	: 126	84.75
5	20.11		52.75	: 127	85.39
6	20.75		53.39	: 128	86.03
7	21.39			: 129	86.67 87.31
8	22.03		54.67	: 130	87.31
9		80	55.31	: 131	87.95
0	23.31 : 23.95 :		55.95	: 132 : 133	88.59
2		83	57 23	: 133 : 134	89.23 89.87
3		84	57.23	: 135	90.51
4	25.87		58.51	: 136	91.15
5		86	59.15	: 137	91.79
6	27.15		59.79		92.43
7	27.79	88	54.67 55.31 55.95 56.59 57.23 57.87 58.51 59.15 59.79 60.43	: 139	93.07
8	28.43	89	01.07	: 140	93.71
9		90		: 141	94.35
0		91		: 142	94.99
1		92		: 143	95.63
2	30.99			: 144	96.27
3	30.63 : 32.27 :	94		: 145 : 146	96.91 97.55
5		95		: 146	98.19
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7	34.19		66.83		99.47
8	34.83	99	67.47		100.11
9	35.47	100		: 	

6

The International Air Waybill

Our newly designed international air waybill replaces both the long form and the short form previously used. When properly completed, it, along with any other required documentation, provides the information necessary for Customs clearance of any shipment-from documents to computer parts-destined to points outside the U.S., including Canada and Puerto Rico.



Use this form for International Priority, International Priority Plus, and International Priority Distribution Service shipments. (For any of these services, check the "International Priority" box in Section 3.

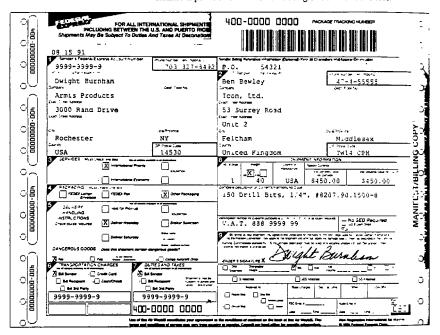
Please note that Section 5 includes a box for you to mark if you wish to designate vour own broker.)

Do not use this air waybill for International EXPRESSfreight or International Airport-to-Airport Cargo Service shipments. For information about which air waybills to use with these services, call 800-238-5355

7 Exhibit F

The International Air Waybill

Our newly designed international air waybill replaces both the long form and the short form previously used. When properly completed, it, along with any other required documentation, provides the information necessary for Customs clearance of any shipment–from documents to computer parts–destined to points outside the U.S. including Canada and Puerro Rico.



Use this form for International Priority, International Priority Plus, and International Priority Distribution Service shipments. (For any of these services, check the "International Priority" box in Section 3.

Please note that Section 5 includes a box for you to mark if you wish to designate your own broker.)

Do not use this air waybill for International EXPRESSfreight or International Airport-to-Airport Girgo Service shipments. For information about which air waybills to use 30th these services, call 800-258-555

8 Exhibit G

To complete the international air waybill, follow these simple instructions:

· Date of Shipment:

Enter the date your shipment is given to Federal Express.

SENDER:

Enter the name, address, phone number and account number of the sender.

Sender Billing Reference Information:

This section refers to any special notes or reference numbers you use to identify your shipment. The first 24 characters will appear on your invoice.

RECIPIENT

Fill in the name, address and phone number of your recipient. The phone number is especially important should we need to contact the recipient for further delivery instructions, to make brokerage arrangements, etc.

SERVICES

Check the service you require. (Not all options are available to all destinations.)

PACKAGING

Check the box which applies.

DELIVERY/HANDLING INSTRUCTIONS

Check your choice of delivery instructions (Not all options are available to all destinations.) If you mark "Hold-for-Pickup," you must provide the recipient's telephone/telex number. If you select "Broker Selection," check the appropriate box and fill in the broker's name, city and country, and telephone number.

Please note: If your shipment contains dangerous goods, be sure to mark "yes" in the appropriate box.
Each dangerous goods shipment must be accompanied by one signed original and one copy of a Shipper's Declaration for Dangerous Goods.
Check the "Cargo Aircraft Only" box for items which must, according to IATA regulations, be shipped on cargo aircraft only. For assistance, call
Customer Service at 800-238-5355, ext. 1666.

TRANSPORTATION CHARGES

Indicate your choice (Not all options are available to all destinations.) If "Bill Recipient" or "Bill Third Party" is checked, indicate the FedEx account number of the recipient or third party in the space provided. (Required.)

DUTIES AND TAXES

All international shipments may be subject to duties and taxes at desunation. Check the box that indicates your billing choice. (Not all options are available to all desunations.) If "Bill Sender" is checked, and the account number is different from the one used for transportation charges indicate the FedEx account number of the sender in the space provided (Required.)

If "Bill Recipient" is checked indicate the FedEx account number of the recipient. (Required.)

If "Bill Third Party" is checked, indicate the FedEx account number of the third party (Required.)

If the recipient or third party fails to pay duties and taxes, the sender is responsible for payment.

SHIPMENT INFORMATION

To avoid Customs delays, the invoice section must be carefully completed. This section does not take the place of a separate commercial invoice when required.

The following information must be completed in the space provided under "SHIPMENT INFORMATION on the international air waybill

9 Exhibit H

To complete the international air waybill, follow these simple instructions:

• Date of Shipment:

Enter the date your shipment is given to Federal Express.

SENDER:

Enter the name, address, phone number and account number of the sender.

• Sender Billing Reference Information:

This section refers to any special notes or reference numbers you use to identify your shipment. The first 24 characters will appear on your invoice.

RECIPIENT

Fill in the name, address and phone number of your recipient. The phone number is especially important should we need to contact the recipient for further delivery instructions, to make brokerage arrangements, etc.

SERVICES

Check the service you require. (Not all options are available to all destinations)

PACKAGING

Check the box which applies.

DELIVERY/HANDLING INSTRUCTIONS

Check your choice of delivery instructions. (Not all options are available to all destinations.) If you mark "Hold-for-Pickup," you must provide the recipient's telephone/telex number. If you select "Broker Selection," check the appropriate box and fill in the broker's name, city and country, and telephone number

Please note: If your shipment contains dangerous goods, be sure to mark "yes" in the appropriate box.
Each dangerous goods shipment must be accompanied by one signed original and one copy of a Shipper's Declaration for Dangerous Goods Check the "Cargo Aircraft Only" box for items which must, according to IATA regulations, be shipped on cargo aircraft only. For assistance, call Customer Service at 800-238-5355, ext. 1666.

TRANSPORTATION CHARGES

Indicate your choice (Not all options are available to all destinations) If "Bill Recipient" or "Bill Third Party" is checked, indicate the FedEx account number of the recipient or third party in the space provided. (Required.)

10

DUTIES AND TAXES

All international shipments may be subject to duties and taxes at destination. Check the box that indicates your billing choice (Not all options are available to all destinations.) If "Bill Sender" is checked, and the account number is different from the one used for transportation charges, indicate the FedEx account number of the sender in the space provided (Required.)

If "Bill Recipient" is checked, indicate the FedEx account number of the recipient. (Required.)

If "Bill Third Party" is checked, indicate the FedEx account number of the third party (Required)

If the recipient or third party fails to pay duties and taxes, the sender is responsible for payment.

SHIPMENT INFORMATION

To avoid Customs delays, the invoice section must be carefully completed. This section does not take the place of a separate commercial invoice when required.

The following information must be completed in the space provided under "SHIPMENT INFORMATION on the international air waybill

Exhibit I

"No. of Pkgs." Indicate the number of packages in your shipment.

"Weight." Enter the weight of your shipment and check pounds or kilograms.

"Country of Manufacture." Fill in the country in which each of the commodities in your shipment was originally manufactured or produced. When shipping more than one commodity, country of manufacture information must be completed for each commodity being shipped.

"Specify Currency." Indicate the currency in which the Declared Value for Carriage and the Declared Value for Customs are expressed. This will normally be the currency of the country from which the package is being shipped.

"Total Declared Value for Carriage." Enter the amount. The liability of Federal Express is limited to U.S. \$100 or US \$9.07 per pound, whichever is greater, unless a higher value is declared at the time of tender, in the space provided. A charge of \$0.40 per \$100 over the first \$100 declared will be assessed. This amount must not exceed the "Total Declared Value for Customs" amount. Maximum declared value for carriage for items shipped in FedEx Letter/ Envelopes or FedEx Paks, regardless of destination, is US \$100 or U.S. \$9.07 per pound, whichever is greater.

"Total Declared Value for Customs." Enter the selling price or replacement cost (even if not sold or for resale) of the contents of your shipment. This amount must be equal to or greater than the "Total Declared Value for Carriage." The maximum "Total Declared Value for Customs" for items shipped in a FedEx Letter/Envelope or FedEx Pak, regardless of destination, is US \$100 or U.S. \$9.07 per lb., whichever is greater. The "Total Declared Value for Customs" amount shown on the international air waybill must agree with the value shown on the accompanying commercial invoice, when one is required.

Important: See "Declared Value" in the "International Priority Service Conditions" section of this Guide for information on additional countryspecific declared value limits.

"Complete Description of Contents/Harmonized Code."

Provide a complete and accurate description of the contents of your shipment. Avoid general terms such as "printed matter," "parts," etc. Indicate if the shipment is not for resale. Up to four (4) different commodities may be shipped on a single air way-bill. Each commodity must be listed separately. Provide the Harmonized Code for each commodity. (For additional information, call 800-238-5355.)

"Identification Number for Customs Purposes." For certain packages being shipped into the United States, regulations require that the recipient, if a company, provide an IRS Employer Identification Number (EIN) or, if an individual, the Social Security Number (SSN). This information should be included on the international air waybill and com-

mercial invoice. Delays may result if this is not provided.

"No SED Required." Check here if your SED filings are submitted monthly to the U.S. Government via tape or other method. Please give your FTSR number in the space provided.

Note: Shipments of many commissions may require documentation in addition to the air variabil. Commodities shipped from the U.S. which are valued over U.S.2, 400, or which travel under a U.S. auditated export between require the exider complete a separate shipper. Export Declaration from Tolobrain this form, ask your counter contact your federal Express account executive, or call 409-236-3335.

SENDER'S AGREEMENT

You must sign your air waybill.

Shipper's Export Declaration

This U.S. Government form is required for goods exported from the U.S. when any commodity in a shipment has a value for Customs greater than US \$2,500, or when the shipment requires a validated export license. This SED information is used by the Bureau of Census to compile statistics and by U.S. Customs in the State Department to enforce U.S. export control laws.

You can obtain SED forms by asking your courier, by contacting your Federal Express account executive, or by calling Customer Service at 800-238-5355.

"No. of Pkgs." Indicate the number of packages in your shipment.

"Weight." Enter the weight of your shipment and check pounds or kilograms.

"Country of Manufacture." Fill in the country in which each of the commodities in your shipment was originally manufactured or produced. When shipping more than one commodity, country of manufacture information must be completed for each commodity being shipped.

"Specify Currency." Indicate the currency in which the Declared Value for Carriage and the Declared Value for Customs are expressed. This will normally be the currency of the country from which the package is being shipped.

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SENDER'S AGREEMENT

You must sign your air waybill.

Shipper's Export Declaration

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You can obtain SED forms by asking your courier, by contacting your Federal Express account executive, or by calling Customer Service at 800-238-5355.

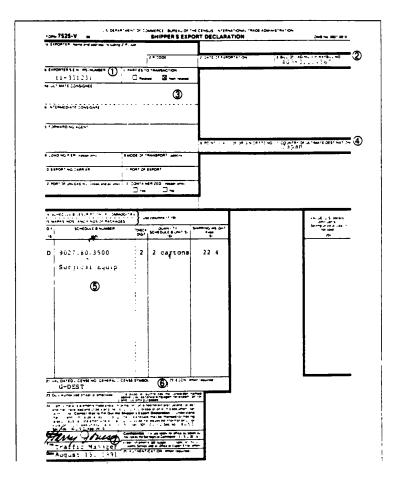
Federal Express submits SED information electronically, through the Automated Export Data Reporting program. Since your Federal Express international air waybill already contains much of the information needed for SED reporting, we have developed a time saving version of the SED for your convenience. You need only complete the shaded sections of the Federal Express SED:

- 1. (Sections 1b and 1c) The exporter's EIN (IRS) number is the Employer's Tax I.D. number. If the shipper is an individual, that person's Social Security Number should be written in Section 1b. Check the appropriate box in Section 1c to indicate whether the companies sending and receiving the shipment are related (subsidiaries, branches, or divisions of the same company) or unrelated.
- 2. (Section 3) Fill in the Federal Express air waybill number.
- 3. (Section 4a) An ultimate consignee is the consignee who is the end-user of the merchandise shipped. If the ultimate consignee is different from the consignee indicated on the International Air Waybill, this section must be completed. Otherwise, this section can be left blank.
- 4. (Section 7) Fill in the country of ultimate destination, or where the shipment will ultimately be used. This information is especially important if the goods will be used in a country other than where the consignee (as noted on the air waybill)

5. (Sections 16-19) Write "D" or "F" in column 16. "D" represents "domestic" commodities made in the U.S. and "F" indicates "foreign" goods made outside of the U.S. In Sections 17-19, insert the Harmonized Code Schedule B number, a description of the commodity and its packaging, the check digit, the quantity in Harmonized Code units, and the shipping weight. (For assistance in determining the correct Harmonized Code number and units, call 800-238-5355.)

6. (Section 21) Fill in a validated export license number and its expiration date, or a general license symbol. To determine if a validated license number or a general license symbol should be used, call the Department of Commerce, 202-3—4811.

Note: Export license numbers and general license symbols are not required for most exports to Canada. Puerto Rico, and the U.S. Virgin Islands 7. (Section 24) You must always sign, title and date the Shipper's Export Declaration.



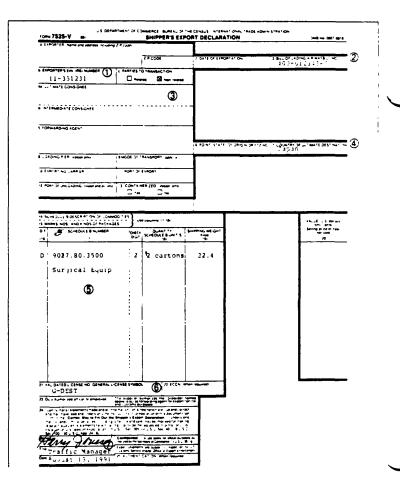
13 Exhibit L

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 Note: Export license numbers and general license symbols are not required for most exports to Canada. Puerto Rico, and the U.S. Virgin Islands 7. (Section 24) You must always sign. title and date the Shipper's Export Declaration.



14 Exhibit M

The Commercial Invoice

The commercial invoice is the primary document used in international shipping. It is required by Customs officials in countries around the world for shipments of most commodities.

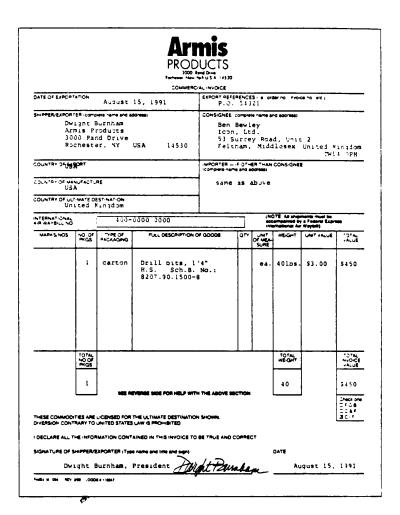
Why It Is Important

The commercial invoice serves as the basic record of a transaction between two parties: the exporter (usually the seller and sender) and the importer (normally the buyer and recipient).

Most often, it is required for shipments of non-document commodities, but requirements vary by country and according to such factors as size, weight, quantity, value and origin. For details, please refer to the "Commodity Documentation Chart" listed under your destination country in the "Countries Served" section of this Guide. If you have questions, you may also call us at 800-238-5355.

Customs authorities use the commercial invoice to classify merchandise so that duties, taxes and quota applications can be correctly assessed.

Since it is used to prepare all other documents pertaining to the shipment, the commercial invoice must be properly completed.



How to Fill Out the Commercial Invoice

The sample shown above is a suggested format only. Your own corporate invoice form is preferred, provided it contains the information detailed and shown in the sample.

If you are an individual or a company shipping an item for which an invoice is not normally produced (blueprints, samples, gifts, etc.) you may type the information on your letterhead or Federal Express can provide a form which can be copied on your letterhead.

Number of copies required. one signed and dated original, plus two additional copies.

Note: the completed information on the commercial invoice shown is for sample purposes only. Please enter information specific to your shipment.

15 Exhibit N

The Commercial Invoice

The commercial invoice is the primary document used in international shipping. It is required by Customs officials in countries around the world for shipments of most commodities.

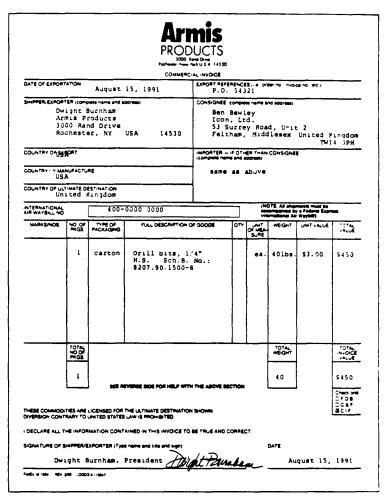
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Most often, it is required for shipments of non-document commodities, but requirements vary by country and according to such factors as size, weight, quantity, value and origin. For details, please refer to the "Commodity Documentation Chart" listed under your destination country in the "Countries Served" section of this Guide. If you have questions, you may also call us at 800-238-5355.

Customs authorities use the commercial invoice to classify merchandise so that duties, taxes and quota applications can be correctly assessed.

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How to Fill Out the Commercial Invoice

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If you are an individual or a company shipping an item for which an invoice is not normally produced (blueprints, samples, gifts, etc.) you may type the information on your letterhead or Federal Express can provide a form which can be copied on your letterhead.

Number of copies required: one signed and dated original, plus two additional copies.

Note: the completed information on the commercial invoice shown is for sample purposes only. Please enter information specific to your shipment.

16 Exhibit O

Date of Exportation

Enter the date the shipment is given to Federal Express.

Export References

Enter any invoice numbers, purchase order numbers, etc.

Shipper/Exporter

Enter the complete name and address of the shipper.

Consignee

Enter the complete name and address of the consignee.

Importer, If Other Than Recipient

If the importer is not the consignee, enter the importer's full name and address here.

Country of Export

Enter the name of the country from which the shipment is being

Cuntry of Manufacture

Fill in the country in which each of the commodities in your shipment was originally manufactured or produced. When shipping more than one commodity, country of manufacture information must be completed for each commodity being shipped.

Country of Ultimate Destination

Enter the country that will be the final destination of the shipment.

International Air Waybill Number

Enter the number of the international air waybill under which your shipment is moving.

Marks/Nos.

Include any identifying marks or numbers used on packaging.

No. of Packages

Indicate the total number of packages described on each line.

Type of Packaging

Describe the type of packaging being used: roll, tube, carton, etc.

Full Description of Goods

Fill in complete details of the item(s) being shipped, including name, part numbers and serial numbers, and the appropriate Harmonized Code.

Quantity

Fill in the quantity of items described on each line.

Unit of Measure

Lbs., kgs., pieces, sets, pairs, yards.

Weight

Weight of items described on each line.

Unit Value

Fill in the value of each unit.

Total Value

Provide the total value of the items described on each line.

Total Invoice Value

Fill in the total value of all the items listed on the invoice.

F.O.B., C&F, C.I.F.

Check the appropriate box.

Signature/Date

Type your name and title. Then sign the shipper/exporter line. Enter the date on the corresponding line.



The Canada Customs Invoice

The Canada Customs Invoice or commercial invoice is required for most shipments to Canada exceeding CA \$40 (US \$34 at time of printing) in value.

Complete all requested information precisely and accurately, as shown in the example, with a commodity description including serial numbers, part numbers, etc., if applicable.

The selling cost should be the price paid or the replacement value. Make sure complete names and addresses of shipper and consignee are provided.

One original and two copies are required.

17 Exhibit P

1261M 400-4760 3813 РАСКАСЕТВАСКІМЯ МИМВЕЯ FOR ALL INTERNATIONAL SHIPMENTS INCLUDING BETWEEN THE U.S. AND PUERTO RICO Shipments May Be Subject To Duties And Taxes At Destination Origin Station I D (HISA House) Dest Station LD 200620099200K 718 965-5793 *COVT* 10 (Beopient's Name) Please Pont Dept /Floor No Dept /Floor No 35**0**2 US COAST GUARD SUPPLY CTR ¥ MUST BE PULLED AT MANIFEST POINT 850 3RD AVE MANIFEST/BILLING COPY BROOKLYN NY USA 112321513 B ... of page SHIPMENT INFORMATION 1 Inter OE SCRIPTION 18 Total Declared Val bs kgs PACKAGING Must ch .. FEDEX Letter/ > FEDEX Pak Other Packaging DELIVERY/ INSTRUCTIONS No SED Required Broker Selection Bit purposes you was betterment you appea to the conditions on the back of the Non-Newtonia As Waydo Contain reterminated in right Pet Wasse Churchiston may apply to the superminant and that out while to district on this or delay, so described in the Condition Washing Commodition level for out the Condition of Control Service Services and the Condition Washing Commodition (see Services) to the Condition of Condition (see Services) and the Condition of Condition of Pethod (see Services) and the Condition (see Services) a THIS PLY DANGEROUS GOODS Does this ship (A Cargo Aircraft Or 4 📗 Yes SENDER'S SIGNATURE X

DIM Chargeable
Shipment Weight DUTIES AND TAXES 6 TRANSPORTATION CHARGES Bs kgs Total Volume n cm Exhibit BM Sender 4 Credit Card Bill Sender Cl Attached SED Altached CO Attached 2 Bill Recipient s Caet/Check 2 Bill Recipient 1 BW 3rd Party 3 Bill 3rd Party Base Charges Dec Val Chrg ODA/OPA

Use of this Air Waybill constitutes your agreement to the conditions of contract on the back of this Air Waybill. The terms and conditions of service may vary from country to country. Consult our local office for specific information.

18

400-4760 3813

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FEC Emp #

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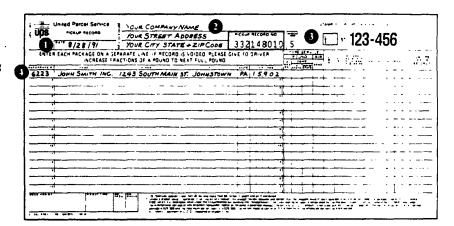
Exhibit O

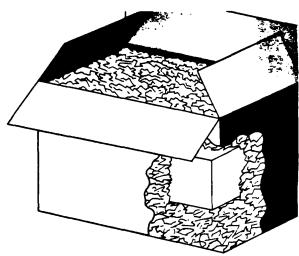
UNITED PARCEL SERVICE DOCUMENT PREPARATION

- A. <u>General</u>. United Parcel Service (UPS) offers a variety of services, ranging from economical ground service to expedited air service. They service every point in the United States and most places in the world. All packages are fully traceable, in contrast to the regular Parcel Post service offered by the United States Postal Service (USPS). In the United States, they offer next day and second day air. However, Federal Express, under terms of the mandatory use contract, <u>must</u> be offered all packages requiring next day delivery, as long as they service the delivery point and meet certain other conditions. For second day air packages, the freight rates offered by Federal Express and UPS must be compared to determine which is most advantageous to the Government.
 - 1. Procedures. The main shipping document is the Pickup Record. This is basically a Commercial Bill of Lading (CBL) and all the rules from Chapter 10 apply. A typical Pickup Record has room for 15 entries, with each individual parcel entered on its own line. For example, a four parcel shipment to the same consignee will use four lines of the pickup record. Domestic, international, ground, and air shipments can be mixed on the same Pickup Record. Contact your local sales representative for clear and easy-to-use UPS shipping guides. Exhibit A provides general guidelines for use of UPS.
 - 2. <u>Special Documentation</u>. UPS offers additional services, such as waybills, which require shipping documentation other than the standard pickup record. Be sure to contact your UPS representative or Commandant (G-ELM).

THE UPS PICKUP RECORD SYSTEM

- Each day that you are shipping packages, record the date on the UPS Pickup Record.
- 2. Fill in your company's name and address. (A company stamp may also be used.)
- 3. Stamp your UPS shipper number in the space provided.
- Record each package on a separate line. Show the complete consignee address, including ZIP Code, for each package.



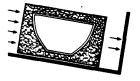


GUIDELINES FOR GOOD PACKAGING

A well-prepared package can easily accommodate the conditions normally encountered in transporting merchandise from shipper to receiver. When designing your packaging, consider the three conditions that cause most problems: shock, vibration, and compression. Any of these conditions can cause packaging failure, but a strong, sturdy container and adequate cushioning can protect your merchandise.

Shock

Shock occurs when a moving package comes in contact with a stationary object, either another package or a fixed surface. To prevent shock damage, your merchandise must be protected by adequate cushioning.



At least two inches of packing material should completely surround each item in the carton. Crumpled Kraft paper makes a good, inexpensive cushioning material, as does bubble wrap. Foam loose fill cushioning, on the other hand, works best when used as a void filler. When this material is selected, over-fill the container by 10 percent to minimize shifting of your product.

Begin by packing several inches of the cushioning material you have chosen in the bottom of the container. Since shock damage can also occur when several items packed in the same carton come in contact with each other, wrap individual items separately and place them toward the center at least two inches apart. Finally, stuff cushioning material firmly around, over, and between the items.

Use enough material so that the contents cannot move easily when you shake the carton. Several inches all the way around your merchandise should do it. Needless to say, the further you keep fragile articles away from the corners and sides of the container, the less chance there is of damage. Extremely delicate items should be double-boxed for added protection. Carefully pack the delicate articles in a corrugated carton with cushioning and seal. Then place this sealed container into the outer carton. Stuff at least two inches of cushioning material between the two cartons on all six sides before sealing the outer container.

Remember, cushioning adequate for a metal machine part may not be adequate for glassware. Always consider the specific item or type of product you are shipping, and provide cushioning of sufficient thickness to eliminate the possibility of shock damage in normal transit.

Vibration

Vibration, or rapid back and forth movement, most commonly occurs during over-the-road transportation of packages in vehicles. Different products will react differently to vibration. A



piece of solid metal will not be affected. But if the product is a delicate one, vibration can pose a problem: Inside the carton, screws can loosen, gears can come off axles, wires may snap, and electrical connections may part.

As with shock, the solution to protecting merchandise against vibration lies in the damping effect of cushioning material. The key is to prevent the content from shaking inside the package Proper packing material, such a urethane foam or bubble wrap, will prevent or reduce the trans mission of vibration from a moving vehicle to your product

Compression

A package is subject to compression when other packages press against it. To prevent compression damage, make sure your package can withstand the weight of othe packages loaded on top of it. Shipping your merchandise in a corrugated carton provides the best protection against compression. For merchandise weighing up to 40 pounds, we recommenusing a carton with a minimum 200-pound burst test rating, as indicated on the manufacturer's



SHIPPING WITH UPS

Identified here are many of the articles you will use when shipping packages with UPS. More detailed instructions for using each item appear elsewhere in this guide.

- UPS Pickup Record Book
 As you are shipping packages,
 record each shipment in the
 - record each shipment in the UPS Pickup Record book.
- 2. UPS 2nd Day Air Tracking Label You place a 2nd Day Air Tracking Label onto every 2nd Day Air package you send.
- 3. UPS Next Day Air Tracking Label Place a Next Day Air Tracking Label onto each Next Day Air, air service to Canada, and International Air Letter, Pak, or package you ship.
- 4. Saturday Delivery Routing Label
 Placing this label on your Next
 Day Air Letter. Pak, or package
 identifies the shipment for
 optional Saturday delivery.
- 5. UPS Next Day Air Letter
 Designed for urgent document shipments, the Next Day Air
 Letter may also be used in UPS air service to Canada and in UPS International Air service.
- 6. UPS Next Day Air Pak
 The Next Day Air Pak accommodates a variety of flat.
 nonbreakable items including heavier document shipments. It may also be used for air service to Canada and International Air shipments.









4



Exhibit A

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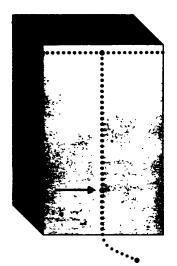
OVERSIZE PACKAGES

In both our ground and air services, UPS accepts packages weighing up to 70 pounds and measuring up to 130 inches in combined length and girth, length not to exceed 108 inches.

A package measuring over 84 inches in length and girth combined but weighing less than 25 pounds is designated as an oversize package in our system. The rate for an oversize package will be determined as if the package weighed 25 pounds.

Detailed instructions for measuring cartons and identifying oversize packages can be found in the UPS Weight and Size Limits brochure.

- 1. On the UPS Pickup Record, enter the actual weight of the package in the weight column (increase fractions of a pound to the next full pound) and enter a check mark () in the OS column.
- 2. On the package, print the letters "OS" to the left of the actual weight you have printed in the box on the shipper stamp impression.



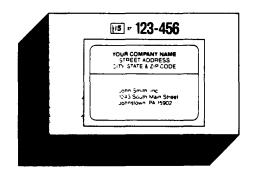


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UPS GROUND SERVICE

- . Provide the consignee's complete name and address on the address label. Copy this information from the label onto the UPS Pickup Record.
- . For a residential delivery, enter a check mark () in the RES DEL column of the UPS Pickup Record.
- Refer to your UPS Zone Chart to determine the proper shipping zone.
- Enter the zone in the applicable "In State" or "Out of State" GROUND ZONE column.
- . Weigh the package and enter pounds in the LBS column. (Increase fractions of a pound to the next full pound.)
- Stamp your UPS shipper number on each package directly above the address label. Enter the package weight in the space provided.

For ground service, a "residential delivery" is one made to a home. A "commercial delivery" is one made to a place of business, which may include a business operated out of a home.



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UPS NEXT DAY AIR SERVICE

- 1. Refer to the UPS Air Service Guide for package preparation and shipping zones.
- Provide the consignee's complete name and address on the address label. Copy the name and address information from the label onto the UPS Pickup Record.
- 3. Record each package on the UPS Pickup Record.
- UPS Next Day Air Letter
 Enter zone in AIR ZONE
- column.

 Enter "LTR" in LBS column.
- UPS Next Day Air Pak and package
- Enter zone in AIR ZONE column.
- Weigh Pak or package and enter pounds in the LBS column. (Increase fractions of a pound to the next full pound.)

- 4. Stamp your UPS shipper number on each package directly above the address label. In the space provided, enter the package weight for Paks and packages, or "LTR" for Letters.
- Remove the Shipper Receipt from each Next Day Air Tracking Label and attach to the back of the shipper's copy of the Pickup Record.

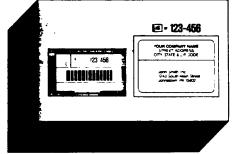
For shipments to Puerto Rico: Next Day Air Pak and package

Next Day Air Pak and package shipments to Puerto Rico require export documentation. For instructions, refer to the UPS Air Service Guide.

Hazardous Materials/Dangerous Goods, including all "Other Regulated Materials" (ORM), are prohibited in all UPS air services. Turn to page 24 for additional information.



⊡ · 123-456



United Parcel Service

PICKUP RECORD

PICKUP RECORD

PICKUP RECORD

VOUR COMPANY NAME

PICKUP RECORD NO.

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123-456

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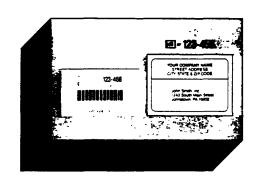
UPS 2ND DAY AIR SERVICE

- . Refer to the UPS Air Service Guide for package preparation and shipping zones.
- Provide the consignee's complete name and address on the address label. Copy the name and address information from the label onto the UPS Pickup Record.
- . Enter the zone in the AIR ZONE column.
- . Weigh the package and enter pounds in the LBS column. (Increase fractions of a pound to the next full pound.)
- Stamp your UPS shipper number on each package directly above the address label. Enter the package weight in the space provided.
- Remove the Shipper Receipt from each 2nd Day Air Tracking Label and attach to the back of the shipper's copy of the Pickup Record.

For shipments to Puerto Rico:

2nd Day Air shipments to Puerto Rico require export documentation. For instructions, refer to the UPS Air Service Guide.

Hazardous Materials/ Dangerous Goods, including all "Other Regulated Materials" (ORM), are prohibited in all UPS air services. Turn to page 24 for additional information.



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UPS INTERNATIONAL AIR SERVICE

- Refer to the UPS International Air Service Guide for destinations served, prohibited articles, package preparation, and documentation required.
- Provide the consignee's complete name, address, and telephone number on the address label. Copy the name and address information from the label onto the UPS Pickup Record.
- 3. Refer to the UPS Rate Zone Chart for International Air Service for shipping zones.
- 4. Record each package on the UPS Pickup Record.
 - UPS Next Day Air Letter
 - Enter zone in AIR ZONE column.
 - Enter "LTR" in LBS column.

UPS Next Day Air Pak and package

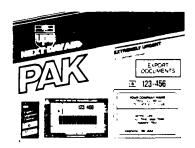
- Enter zone in AIR ZONE column.
- Weigh Pak or package and enter pounds in the LBS column. (Increase fractions of a pound to the next full pound.)

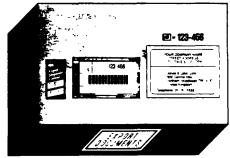
- 5. Stamp your UPS shipper number on each package directly above the address label. In the space provided, enter the package weight for Paks and packages, or "LTR" for
- Remove the Shipper Receipt from each Next Day Air Tracking Label and attach to the back of the shipper's copy of the Pickup Record.

International Air shipments may be recorded on the UPS Waybill instead of the UPS Pickup Record. For instructions, refer to the UPS International Air Service Guide.

Hazardous Materials/Dangerous Goods, including all "Other Regulated Materials" (ORM), are prohibited in all L PS air services. Turn to page 24 for additional information.







UNITED PARCET SERVICE

VOUR STREET ADDRESS

STAMP FOUR OPS SHIPPER NUMBER SELTIN

YOUR STREET ADDRESS

STAMP FOUR OPS SHIPPER NUMBER SELTIN

YOUR STREET ADDRESS

STAMP FOUR OPS SHIPPER NUMBER SELTIN

1 123-456

ENTER EACH PACKAGE ON A SEPARATE LINE IF RECORD IS VOIDED PLEASE GIVE TO DRIVER

INCREASE FRACTIONS OF A POUND TO NEXT FULL POLINO

6223 ACME MANUFACTURING 245 BROAD AVENUE BRIDGEPORT CT 066 1 0

6224 XYZ DISTRIBUTORS 1200 LOGAN AVENUE CHARLESTON WV 2 5 3 0 1

6225 JOHN SMITH INC 1243 SOUTH MAIN ST. JOHNSTOWN PA 1 5 9 0 2

1 22 15



Place Shipper Receipt on back of Pickup Record

SATURDAY DELIVERY WITH UPS NEXT DAY AIR

UPS provides optional Saturday delivery of Next Day Air Letters. Paks, and packages to all points receiving UPS Next Day Air service by 10:30 A.M. or noon Monday through Friday.

- Refer to the UPS Air Service Guide/Supplement #1 for Saturday-delivery destinations and charges.
- Refer to the UPS Air Service Guide for package preparation and shipping zones.
- J. In addition. place a Saturday Delivery routing label directly below the address label. being careful not to cover any address information. UPS Next Day Air Letters. Paks. and packages must bear a Saturday Delivery routing label to receive delivery on Saturday.

- Record the shipment as described in steps 2, 3, and 4 on page 10 of this guide.
- 5. Remove the Shipper Receipt from each Next Day Air Tracking Label and attach to the back of the shipper's copy of the Pickup Record. In addition, affix a Saturday Delivery Receipt to the Shipper Receipt portion of the Tracking Label as shown above.

Next Day Air Letters, Paks, and packages must be shipped on Friday for Saturday delivery.

Hazardous Materials/Dangerous Goods, including all "Other Regulated Vlaterials" (ORM), are prohibited in all UPS air services. Turn to page 24 for additional information.



Export Shipment Control Sticker

The Export Shipment Control sticker helps identify international shipments for special handling. It must be applied to all export packages except Next Day Air Letters.

UPS Waybill

The UPS Waybill is an alternate recording method for air shipments to international destinations. Using the Waybill enables you to take advantage of collect service and UPS shipment pricing.

C.O.D. Tag

When you place a UPS C.O.D. tag on a package, our driver will collect the C.O.D. amount from your customer and UPS will promptly remit that amount to you.

Delivery Confirmation Request

When you attach a Delivery Confirmation Request to a package, we will automatically provide you with a printed proof-of-delivery response.

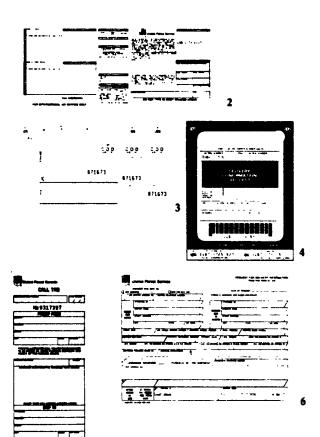
Call Tag

When you issue a Call Tag, our driver picks up merchandise previously delivered by UPS at your customer's premises for return to your location.

Request for Delivery Information

When you need delivery information, just call your local UPS office or mail us a completed Request for Delivery Information form.





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CONFIRMATION SERVICE

When you know in advance that you will need proof of delivery. UPS Delivery Confirmation Service provides automatic verification. (Refer to the current UPS Rate Chart for Delivery Confirmation charges.)

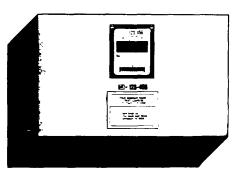
Just prepare a Delivery Confirmation Request and attach it to your ground or air package. technology, we will automati-cally provide you with printed responses on a weekly basis. Information is also available by phone from your local UPS office on the business day after delivery.

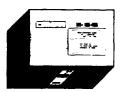
- 1. Stamp your UPS shipper number in the space provided on the Delivery Confirmation Request.
- 2. If you wish, enter an alternate control number in the space provided.
- 3. Upon delivery, the UPS driver will record the receiver's name. the date, and any pertinent remarks. If you would also like to receive an image of the receiver's signature, place an "X" in the Signature Required box.

- 4. Attach the Delivery Confirmation Request to the package above the address label. For smaller cartons, attach the Request to another carton surface and affix the appropriate sticker to the package next to your UPS shipper number.
- 5. Record the package as you normally would in the UPS Pickup Record. (Note: You do not indicate your use of Delivery Confirmation Service on the Pickup Record.)
- Using advanced communications 6. Attach the appropriate receipt to the back of the shipper's copy of the Pickup Record. Please refer to this control number when requesting information by phone.

Delivery Confirmation Service is not available for international shipments.







Special procedure for small packages

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DECLARED VALUE

Every package you send by UPS is automatically protected against loss or damage up to \$100. Additional coverage is also available. (Refer to the current UPS Rate Chart for declared value charge.)

To purchase additional coverage for a package containing goods valued over \$100, enter the full declared value of the package in the DECLARED VALUE IF IN EXCESS OF \$100.00 column.

The maximum value for an air service package is \$25,000 and the maximum carrier liability is \$25,000. For UPS International Air shipments, jewelry tother than costume jewelry is limited to a maximum value of \$500 per package. For shipments to Canada, see the UPS Rate Zone Chart for Ground and Air Service to Canada.

Do not write the value on the outside of the carton.



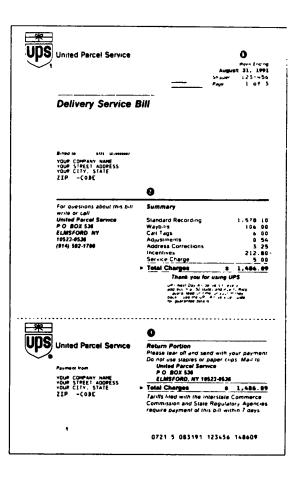
THE UPS DELIVERY SERVICE BILL

The Delivery Service Bill you receive each week from UPS was designed to meet our customers' needs both now and into the future. Charges are itemized in an easy-to-follow format, to provide detailed billing information. Plus, each page is individually laser printed, making them easy to read and process.

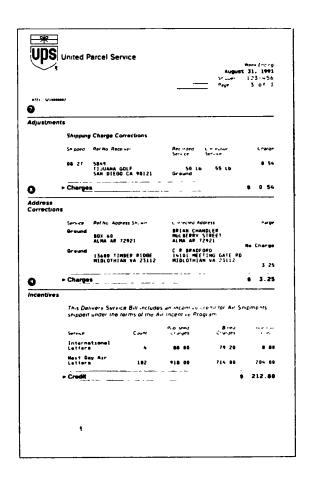
Sections of the Bill

- 1. Week Ending Shows the "week ending" date you are being billed for, your UPS shipper number, and the page number of the bill.
- 2. Summary Lists a subtotal for each type of recording method and service used, and specifies total charges. (The pages which follow provide supporting detail for each subtotal.) This section also shows where to call or write if you have any questions concerning your bill.
- Return Portion This perforated portion should be detached and returned to UPS with your payment to ensure proper credit.

- Standard Recording Itemizes charges by Pickup Record number, and indicates the total number of packages shipped.
- Waybills Provides billing detail for shipments recorded on a UPS Air Shipping Document (used at UPS Letter Centers and UPS Air Service Centers) or a UPS Waybill.
- Call Tags Lists the total number of Call Tags issued and the charge for each.
- 7. Adjustments Identifies adjustments made to your bill by date shipped, shipment reference number, the incorrectly recorded information, the correction, and the charge.
- Address Corrections Specifies the type of UPS delivery service used, the address shown on the package, the corrected address, and the charge.
- Incentives Indicates the type of service for which the incentive was earned, and the amount your bill was credited.



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Urgent Inquiry Service

Occasionally, you may have a critical need for information on a ground package. For this special situation. UPS Urgent Inquiry service provides a response within one hour by phone. (Just allow enough time for the package to be delivered before you call us.)

When requesting Urgent Inquiry, have your UPS Pickup Record for the shipment available to provide us with the necessary shipping detail. We will call you within one hour with delivery information.

If the inquiry cannot be resolved within the first hour, we will provide daily progress reports until we have a final disposition.

How to Request Information --Air Shipments

Delivery information for UPS Next Day Air. 2nd Day Air. and International Air shipments is provided through our Package Tracking System.

The Tracking Label placed onto every air shipment contains a bar code corresponding to a unique tracking number. This number also appears on the detachable receipt you keep for your records. When you call our office to obtain delivery information on an air shipment, simply give the representative the tracking number taken from your receipt.

By entering this number into the Package Tracking System, the representative can provide an immediate response, over the telephone, to your inquiry. Complete delivery information, including receiver's name and delivery time, is available at 8:00 a.m. the morning after a package is delivered.

Claims

If a delivery record for a ground or air package can't be located, we will automatically begin a Loss or Damage Investigation roves unsuccessful, an LDI notification letter will be sent to you with instructions on filing a claim. Claims are paid within 10 days of receipt of your claims documentation, which includes a bill to UPS and a copy of the original invoice to your customer.



ups 1944 1293 3469 391

DELIVERY INFORMATION

UPS provides a variety of delivery information services, all designed to give you prompt, accurate answers to your delivery inquines. This section explains how to request delivery information from UPS, and describes the answer we provide.

Expediting the Process

You can expedite the inquiry process by following a few easy steps. When a consignee contacts you concerning delivery of a package, first confirm that sufficient time has been allowed for delivery. Then ask

- Has the receiving area been carefully checked? How recently?
- Has any portion of the order been received?
- Could the delivery have been sent to another department?
- Could someone else have signed for and held the package?

Once you have determined that the consignee has not received the package, we ask you to take the following steps at your location before contacting us:

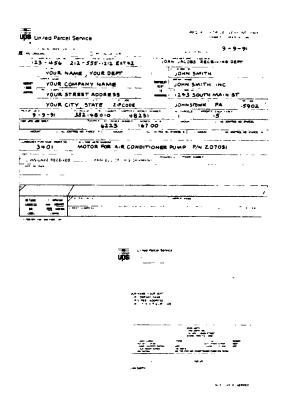
- Confirm that the package was shipped via UPS and not by another carrier.
- Allow sufficient time for the package to have been delivered.
 Ground time-in-transit information is available from your UPS Customer Service office.)

- Confirm that the package was sent to the correct address.
- If one package of a multiplepackage shipment is in question, verify that the complete order was shipped.
- Check your receiving department to be sure the package hasn't been returned to you.

How to Request Information — Ground Shipments

For your ground shipments, there are two ways to request delivery information from UPS — by calling your local UPS office, or by mailing us a completed Request for Delivery Information form. The information required to complete this form is outlined in the illustration on the right. If you choose to call, please have the UPS Pickup Record for the shipment handy and be prepared to give us the same information verbally.

Your inquiry is processed through our computer-assisted tracing system, which generates a laser-printed response letter like the one shown to the right. Most responses are mailed to our customers the same day the inquiry is received.



A WORD ABOUT HAZARDOUS MATERIALS

Air Service

Hazardous Materials/Dangerous Goods, including all "Other Regulated Materials" (ORM), are prohibited in all UPS air services.

You may be surprised to learn that many common items are considered Hazardous Materials in air transportation. The following list is by no means comprehensive, but it should give you some idea of the types of items that may be restricted in UPS air service.

- Aerosol cans
- Cigarette lighters, lighter refills, matches
- Drv ice
- Magnets
- Small arms ammunition
- Flammable or corrosive cleaning solvents
- Oil-based paints, lacquers
- Alcohol-based health and personal care products

It is the shipper's responsibility to properly classify merchandise prior to shipment. If you are unsure whether an item is acceptable in UPS air service, contact your UPS Customer Service Account Executive for clarification before shipping.

Ground Service

Hazardous Materials/Dangerous Goods, including all "Other Regulated Materials" (ORM), are prohibited in UPS ground service to and from Canada.

In our domestic ground service, UPS provides delivery of certain Hazardous Materials and ORMs. However, Call Tag service cannot be used to pick up Hazardous Materials packages.

If you plan to ship Hazardous Materials via UPS, please notify your UPS Customer Service Account Executive. We will then work with you to determine whether the merchandise can be accepted in our ground system.

We will also give you a copy of the UPS Guide for Shipping Hazardous Materials, and provide you with the other supplies you will need to meet the special packaging, marking, labeling, and paperwork requirements for shipping Hazardous Materials by UPS ground service.

TRANSPORTATION OF FREIGHT (COMDTINST M4610.5) ABBREVIATIONS

______ AA&E..... Arms, Ammunition and Explosives AB..... Air Base ACA..... Airlift Clearance Authority AF..... Air Force AFB..... Air Force Base AGS..... Armed Guard Service AID..... Agency for International Development APO..... Army/Air Force Post Office APOD..... Aerial port of Debarkation APOE..... Aerial port of Embarkation ARFCOS..... Armed Forces Courier Service ATCMD..... Advance Transportation Control and Movement Document CASREP..... Casualty Reporting Lading CBL..... Commercial Bill of Lading CCP..... Consolidation and Containerization Point CFR..... Code of Federal Regulations CL..... Carload CONEX..... Container Express CONUS..... Continental United States CU..... Cube DDD..... Desired Delivery Date DDPS..... Dual Driver Protective Service DI..... Document Identifier

COMDTINST M4610.5

_____ DOD..... Department of Defense DOD CSS..... DoD Constant Surveillance Service DOT..... Department of Transportation DRO..... Domestic Route Order DTMR..... Defense Traffic Management Regulation DTS..... Defense Transportation System DTTS..... Defense Transportation Tracking System ETA..... Estimated Time of Arrival ETR..... Export Traffic Release FAR..... Federal Acquisition Regulation FAK..... Freight All Kinds FAS..... Free Along Side FOB..... Free on Board FPO..... Fleet Post Office FR..... Federal Register FSC..... Federal Supply Classification FSG..... Federal Supply Group GBL..... Government Bill of Lading GBLOC..... Government Bill of Lading Office Code GSA..... General Services Administration HL..... Heavy Lift HMIS..... Hazardous Material Information System HQMTMC..... Headquarters, Military Traffic Management Command ICAO...... International Civil Aviation Organization ICC..... Interstate Commerce Commission

! ABBREVIATIONS

IMCO..... Intergovernmental Maritime Consultative Organization

IMDG..... International Martime Dangerous Goods Code

ITGBL..... International Through Government Bill of Lading

JMAFP..... Joint Military Astray Freight Program

LASH..... Lighter Aboard Ship

LOGAIR..... Logistics Airlift

LRU..... Less Than Release Unit

L/S..... Loading and Storage Group

L/T.... Long Ton

LTL.... Less Truckload

MAC..... Military Airlift Command

MATCU..... Military Air Traffic Coordinating Unit

 ${\tt MILSTAMP....} \ {\tt Military} \ {\tt Standard} \ {\tt Transportation} \ {\tt and} \ {\tt Movement}$

Procedures

MILVAN..... Military Van

MOM..... Military Ordinary Mail

MSC..... Military Sealift Command

MSCVAN..... A MSC Leased/Controlled SEAVAN or MILVAN

MSS..... Motor Surveillance Service

M/T..... Measurement Ton

MTMC..... Military Traffic Management Command

MTMCEA..... Military Traffic Management Command Eastern Area

MTMCWA..... Military Traffic Management Command Western Area

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NAVMTO..... Naval Material Transportation Office

NEQ..... Net Explosive Quantity

NEW..... Net Explosive Weight

NLT..... Not Later Than

NMCS..... Not Mission Capable Supply

NMFC..... National Motor Freight Classification

NOIBN..... Not Otherwise Indicated By Name

NOS..... Not Otherwise Specified

NSN..... National/NATO Stock Number

OASD..... Office of the Assistant Secratary of Defense

OCCA..... Ocean Cargo Clearance Authority

OD..... Outsize Dimensions

ORM..... Otherwise Regulated Material

OSD..... Office of the Secretary of Defense

PD..... Priority Designator

POD..... Port of Debarkation

POE..... Port of Embarkation

POP..... Performance Oriented Packaging

PSS..... Protective Security Service

QUICKTRANS.. Quick Transportation

RDD..... Required Delivery Date

REEFER..... Refrigerated Shipping Container

REPSHIP..... Report of Shipment

RI..... Routing Indicator

ROD..... Report of Discrepancy

ABBREVIATIONS

______ RORO..... Roll On/Roll Off RQ..... Reportable Quantity RU..... Release Unit SAAM..... Special Assignment Airlift Mission SAM..... Space Available Mail SCAC..... Standard Carrier Alpha Code SDD..... Standard Delivery Date SEAVAN..... Commercial/Government-Owned/Leased Shipping Container SEVS..... Security Escort Vehicle Service SF..... Standard Form SPLC..... Standard Point Location Code S/T..... Short Ton STR..... Signature and Tally Record (DD 1907) STS..... Scheduled Truck Service TAC..... Transportation Account Code TCMD..... Transportation Control and Movement Document (DD 1384) TCN..... Transportation Control Number TDR..... Transportation Discrepancy Report (SF 361) TFG..... Transportation Facility Guide TGBL..... Through Government Bill of Lading TL..... Truckload TO..... Transportation Officer TP..... Transportation Priority

TP-4	Deferred Air Freight
TPS	Transportation Protective Service
UFC	Uniform Freight Classification
UMMIPS	Uniform Material Movement and Issue Priority System
US	United States
USCG	United States Coast Guard

TRANSPORTATION OF FREIGHT (COMDTINST M4610.5) GLOSSARY

ACQUISITION DOCUMENT: The basic requisition or other approved document covering the item billed/shipped.

ACCESSORIAL CHARGES: Charges by a commercial carrier for rendering service in addition to line haul.

<u>ADDRESS MARKING:</u> Applying data, obtained from shipping documents, to a shipment unit. The data identifies the shipment and directs its movement to the ultimate consignee.

AGREED VALUATION: The value of articles in a freight shipment agreed upon as the basis on which the freight rate is assessed. This valuation establishes a value beyond which recovery cannot be had in the event of loss or damage in transit.

<u>AIR CHARTER SERVICE:</u> Air transportation procured under an arrangement with an air carrier for the exclusive use of one or more aircraft for a period not exceeding 90 days.

<u>AIR TAXI SERVICE:</u> Air transportation in aircraft having a gross takeoff weight of less than 12,500 pounds and operating under the requirements of Federal and State bodies.

AIRLIFT CLEARNACE AUTHORITY (ACA): A Service activity which controls the movement of cargo (including personal property) into the airlift system. The ACA for Coast Guard CONUS locations is the Navy Materials Transportation Office (NAVMTO).

AMMUNITION/EXPLOSIVES: A device charged with explosives, propellants, pyrotechnics, initiating composition, or nuclear, biological, or chemical material for use in connection with defense or offense, including demolitions. Ammunition which can be used for training, ceremonial, or nonoperational purposes is included.

ARMY OR AIR FORCE POST OFFICE (APO): A military post office, numerically designated as a branch of a U.S. Post Office, activated, manned, and operated by the Army or Air Force to provide postal services to authorized organizations and personnel.

<u>ASTRAY FREIGHT:</u> Shipments or portions of shipments found in a carrier's possession or delivered to a Government activity for which a waybill is not available or which is being held for any reason except transfer.

BILL OF LADING, COMMERCIAL (CBL): A contract between the shipper and the carrier whereby the carrier agrees to furnish transportation service subject to the conditions printed on the reverse side of the bill of lading.

BILL OF LADING, GOVERNMENT (GBL): Same as the CBL, plus the GBL contains the name and title of the issuing officer, name of the issuing office, name of the Government agency against which charges are billed, appropriation chargeable, GBL number and departmental symbol, authority for the shipment, and a showing as to actual delivery and extent of loss and damage.

BREAKBULK POINT: A transshipping activity to which unitized shipments for various consignees are consigned and from which the shipments are distributed as seperate shipment units to the ultimate consignee.

BULK CARGO: Dry or liquid cargo, such as oil, coal, grain, ore, sulfur, or fertilizer, which are shipped unpackaged in large quantities.

<u>CARGO:</u> Supplies, stores, baggage, or equipment transported by land, water, or air.

<u>CARRIER:</u> Any individual, company, or corporation commercially engaged in transporting cargo or passengers.

<u>CIVIL POST OFFICE:</u> A U.S. Post Office, branch, station, or money order unit operated by employees of the USPS or under contract with that service.

<u>CIVILIAN AGENCY:</u> All agencies in the Federal Government other than DOD installations and activities.

CLASSIFICATION, FREIGHT: (1) A system of grouping and rating similar commodoties for use in applying class rates. (2) A publication (Freight Classification Guide) listing articles by class for use in applying rates.

<u>CLASSIFICATION RATING:</u> The class to which an article is assigned for transportation purposes, expressed by a number or letter.

<u>CLASSIFICATION MATTER:</u> Official information or matter in any form or any nature which requires protection in the interest of national security.

CONCEALED LOSS: The term "concealed loss" means a loss that
is not evident at time of delivery by the carrier but is
discovered by the consignee upon opening the package and
checking its contents.

CONCEALED DAMAGE: The term "concealed damage" means a damage
to the contents of a packeage which is not evident at the time
of delivery by the carrier but which is later discovered by
the consignee upon unpacking.

CONSIGNEE: The activity or entity designated by the transportation document to receive the shipment.

CONSIGNOR: The activity or entity that directs or arranges for a shipment.

CONTAINER EXPRESS (CONEX): A controlled reusable, serially-numbered, metal shipping container 8'6" long, 6'3" wide, and 6'10+" high or 4'3" long, 6'3" wide, and 6'10+" high used for shipping cargo.

CONTINENTAL UNITED STATES (CONUS): United States territory comprising the 48 contiguous states and the District of Columbia but excluding Alaska and Hawaii.

CONTROLLED CARGO: See Protected Cargo.

<u>DECLARED VALUATION:</u> The value of goods, as stated by a shipper, when tendered to a carrier.

DEFENSE TRANSPORTATION SYSTEM (DTS): Consists of military controlled terminal facilities, MAC controlled airlift, MSC controlled or arranged sealift, and Government controlled air or land transportation.

DEPARTMENT OF DEFENSE ACTIVITY ADDRESS CODE (DODAAC): A six position alpha numeric code assigned to identify specific activities which are authorized to ship or receive material and to prepare documentation or billing.

<u>DESIRED DELIVERY DATE:</u> A specific date by which delivery of a shipment should be accomplished by a carrier.

DETENTION: A charge made on a carrier conveyance held by or for a consignor or consignee beyond the allowable free time for loading or unloading or for any other purpose. Charges for detention are in addition to all other lawful transportation charges.

<u>DIVERSION:</u> Changing the mode, route, or destination of a shipment from that shown on the original transportation documentation while the shipment is in transit.

<u>DOMESTIC ROUTE ORDER:</u> Shipping instructions issued by a MTMC area command that specify the mode of transportation, carrier(s) to move the shipment, applicable rate, minimum shipment weight, tariff or tender authority, and any pertinent Routing Instruction Notes.

<u>DRIVEWAY SERVICE:</u> The movement of a vehicle under its own power by a driver of an authorized motor carrier. This method also includes the movement of one or more vehicles, including other than self-propelled vehicles, when towed or mounted (either full or saddle mount) upon a vehicle.

<u>DUNNAGE:</u> Lumber or other material used to brace and secure cargo to prevent damage.

EMBARGO: To restrict or prohibit an acceptance or movement of freight or passengers.

EXCESSIVE TRANSIT TIME: Excessive delay in delivery of a shipment beyond the average or established transit time of the mode used between point of origin and destination.

EXPEDITED HANDLING SHIPMENTS: Items identified by code "999" or "777" in the RDD field of MILSTRIP requisitions and MILSTAMP TCMDs. Items so identified override normal precedences in processing and moving shipments.

EXPEDITING: An action taken by a carrier to insure shipment movement from origin to destination in the shortest possible time.

EXPORT TRAFFIC RELEASE: Shipping instructions, issued by a MTMC area command in response to an offering, that specify the mode of transportation, carrier(s) to move the shipment, applicable rate, minimum shipment weight, cost-favorable CONUS terminal, shipment terminal arrival date, and any pertinent Routing Instruction Notes.

FLASH POINT: The minimum temperature at which a substance gives off flammable vapors which will ignite in contact with a spark or flame (See 49 CFR 173.115d).

FLEET POST OFFICE (FPO): A Navy activity established within CONUS co-located with the postal concentration center for the purposes of providing a standard mail address for forces afloat, mobile shore-based units and activities overseas, directory assistance for Navy mail, and maintaining liaison with and furnishing mail routing and dispatching instructions to appropriate civil and Military postal authorities.

FREIGHT CLASSIFICATION: A system of grouping together commodities of like or similar transportation characteristics for the purpose of assigning ratings to be used in applying rates. Also, a publication containing a list of articles and the classes to which they are assigned for the purpose of applying rates.

FREIGHT FORWARDER: A firm, other than a railroad, motor or water carrier, or airline, which represents itself as a common carrier and undertakes to assemble and consolidate shipments or provide for assembling and consolidation and performing or providing for the performance of breakbulk and distributing; assumes responsibility for the transportation of such property from receipt to point of destination; and uses the services of carriers subject to the governing bodies.

GOVERNMENT BILL OF LADING: A Government document used to procure freight and cargo transportation and related services from commercial carriers for the movement of material at Government expense.

GREEN SHEET PROCEDURES: A procedure whereby specifically identified cargo in the Military airlift (MAC) system may gain movement precedence over other priority cargo, including 999 shipments of the requesting shipper service.

GROSS WEIGHT: The combined weight of a container and its contents, including packaging material.

HAZARDOUS MATERIAL: A substance or material, including a hazardous substance, which has been determined by the Secretary of Transportation to be capable of posing an unreasonable risk to health, safety, and property when transported in commerce and which has been so designated (See 49 CFR 172.101).

KNOCKED DOWN: An article taken apart so as to materially reduce the space it will occupy while being transported.

<u>LASHING:</u> Ropes, wires, chains, steel straps, or other special devices used to secure cargo.

LESS TRUCKLOAD: A quantity of freight less than that required for the application of a truckload rate.

LIGHT AND BULKY ARTICLES: Articles which have a low weight per cubic-foot of space occupied. Such articles are usually made subject to the provisions of Rule 34 of the Uniform Freight Classification.

LINE HAUL: The transportation of freight over carrier routes from point of origin to destination, excluding local pickup, delivery, and switching services.

LOADED TO CAPACITY: A conveyance loaded to its weight carrying capacity. Also, a conveyance loaded with that quantity of material which is so filled that no more like material, in the shipping form tendered, can be loaded in or on the conveyance.

LOGAIR: Air Force managed long term contract airlift service within CONUS for the movement of cargo in support of the logistics systems of the Military Services and Defense Agencies.

LOWEST OVER-ALL COST: The aggregate of shipment costs known or reasonably estimated, i.e., transportation rate(s), accessorial, drayage, storage intransit, packing and crating, unpacking, and port handling costs.

<u>MANIFEST:</u> A document specifying, in detail, the items carried on a transportation conveyance for a specific destination. Usually refers to a ship or aircraft manifest.

<u>MARKING:</u> Numbers, nomenclature, or symbols imprinted on items or containers for identification during handling, shipment, and storage.

MILITARY AIR TRAFFIC COORDINATING UNIT (MATCU): A MTMC unit located at the aerial ports handling MAC flights in CONUS. The unit provides liaison between the sponsoring Services, the aerial port operator, and MAC to assure the orderly flow of cargo through the aerial ports.

MILITARY SERVICES: The U.S. Army, U.S, Navy, U.S. Air Force,
U.S. Marine Corps, and the U.S. Coast Guard.

MILITARY VAN (MILVAN): A Military-owned demountable container that conforms to U.S. and international standards and operates in a centrally controlled fleet for movement of military cargo.

MISSING TCMD: An air or water terminal reports a TCMD as missing if cargo is received by a terminal without a TCMD being available for processing.

 $\underline{\text{MSCVAN:}}$ A SEAVAN or MILVAN leased and controlled by the Military Sealift Command.

NATIONAL MOTOR FREIGHT CLASSIFICATION (NMFC): A motor tariff contained freight descriptions of a specific or generic nature under which all commodities moving in motor freight service are rated or classed.

<u>NET EXPLOSIVE QUANTITY (NEQ):</u> The total quantity of propellant in a tank, drum, cylinder, or other container expressed in kilograms.

NET EXPLOSIVE WEIGHT (NEW): The total weight of all explosive Class A and B components of an explosive which includes primary explosives, secondary explosives, pyrotechnics, and propellants in a tank, drum, cylinder, or other container expressed in pounds.

NET WEIGHT: The weight of an item being shipped, excluding the weight of packaging material or container (does not apply to household goods).

OCEAN CARGO CLEARANCE AUTHORITY (OCCA): The MTMC activity which books DOD sponsored cargo and passengers for surface movement, performs related contract administration, and accomplishes export/import surface traffic management functions for DOD cargo moving within the DTS.

OFFERING: The submission of shipment documentation to a clearance authority for release instructions and to the booking office for ocean transportation to effect shipment or transshipment.

<u>OPERATING AUTHORITY:</u> An authorization issued by the appropriate regulatory body for a commercial carrier to perform transportation service, sometimes within special limitations.

ORGANIZATIONAL EQUIPMENT: Equipment, other than individual equipment, which is used in the furtherance of the common mission of an organization or unit.

OUTSIZE(D) DIMENSIONS: Any dimension of a shipment greater
than 6 feet; a shipment with such a dimension.

OVERAGE: Any article of freight (packaged or loose) which, upon delivery by a carrier, is found to be in excess of the quantity recorded on the bill of lading covering the shipment.

<u>PALLET:</u> A platform used to secure material for ease in handling and storing. It's also used to consolidate small packages into a unitized load.

PALLETIZED UNIT LOAD: Packaged or unpackaged item(s) arranged
on a pallet and handled as a unit.

<u>PARTIAL LOSS:</u> Indicates partial loss of contents of shipment units other than by theft or pilferage. This includes spillage, leakage, or evaporation from the contents of bottles, barrels, or similar containers.

<u>PARTIAL SHIPMENT UNIT:</u> A shipment unit separated at the origin shipping activity into two or more increments with each increment identified and documented separately.

PILFERABLE CARGO:
See Protected Cargo.

<u>PILFERAGE:</u> Items missing from a container in a shipment that has been torn open or material of a pilferable nature missing in the same or adjacent shipment(s) when other containers have been tampered with. Contents of the containers must be totally or partially missing.

PORT OF DEBARKATION (POD): An authorized point of entry into a foreign country or the United States.

PORT OF EMBARKATION (POE): An authorization point of departure from a foreign country or the United States.

POSTAL CONCENTRATION CENTER (PCC): A Post Office or Agency of the USPS at which mail for Armed Forces on maneuvers, afloat, or overseas is concentrated for sorting and delivery or dispatch.

PRIME DATA (ENTRIES): That data which is mandatory for all shipments. It's usually listed in the upper portion of the TCMD (DD Form 1384) and in all formats is identified by document identifiers T_0 , T_1 , T_2 , T_3 , or T_4 .

PRIORITY DESIGNATOR: A two digit numeric code which indicates
the priority for handling material based on the mission and
the need of requiring activity. The priority designator
is developed as detailed in UMMIPS.

PROPER SHIPPING NAME: The name of the hazardous material shown in Roman print (not italics) in 49 CFR 172.101.

PROTECTED CARGO: Those items designated as having
characteristics which require that they be identified,
accounted for, secured, segregated, or handled in a special
manner to ensure their safeguard or integrity. Protected
cargo is subdivided into controlled, pilferable, and sensitive
cargo as defined below:

<u>CONTROLLED CARGO:</u> Items which require additional control and security as prescribed in various regulations and statues. Controlled items include money, negotiable instrument, mail, precious metal alloys, ethyl alchohol, and drug abuse items.

<u>PILFERABLE CARGO:</u> Items which are vulnerable to theft because of their ready resale potential. Pilferable items include cigarettes, alchohol beverages, cameras, electronic equipment, etc.

SENSITIVE CARGO: Items such as ammunition, small arms, and explosives which have a ready use during civil disturbances and other types of domestic unrest or for use by criminal elements and which, if in the hands of militant or revolutionary organizations, present a definite threat to public safety.

QUICKTRANS: Navy managed long ternm contracts airlift service within CONUS for the movement of cargo in support of the logistics systems of the Military Services and Defense Agencies. Included within QUICKTRANS are are the supporting truck feeder systems which provide connecting service.

RECONSIGNMENT: A change made in the consignment of a shipment before its arrival at the billed destination or a change made in the consignment of a shipment after its arrival at the bill of lading destination.

<u>REEFER CARGO:</u> Perishable commodoties which require refrigerated (chill and freeze) stowage at prescribed temperatures while intransit (excludes cargo authorized for storage in ventilated holds).

REFUGE: A military activity designated in the Terminal Facility Guides as meeting requirements for the temporary storage of classified or protected material (excluding class A and B explosives) and affording security for shipments of such cargo in emergency situations.

RELEASE UNIT (RU): A shipment unit of a specific commodity, weight, size, or mode which requires an export release from the appropriate authority before shipment.

RELEASED VALUE RATE: A rate applied to a shipment that specifically limits carrier liability in the case of loss or damage.

REPORTABLE QUANTITY (RQ): The amount of material (as listed in 49 CFR or AFR 71-4) which results in its designation as a hazardous substance. Hazardous substances (in reportable quantities) are significant if they are discharged (accidentally or intentionally) into or upon navigable waters or adjoining shorelines.

REQUIRED DELIVERY DATE (RDD): The calendar date when material is required by the requisitioner.

RETROGRADE CARGO: A movement of material opposite of the normal flow, e.g., cargo returned from overseas to CONUS.

ROLL ON/ROLL OFF (RORO): Loaded on or discharged from a vessel by rolling or driving instead of lifting. Can be either cargo on trucks or trailers, or the vehicles themselves.

ROUTING AUTHORITY: An activity which designated modes and/or provides routing instructions for shipments requiring clearance prior to movement.

SAFE HAVEN: A military activity designated in the Transportation Facility Guides as meeting quantity-distance requirements for the temporary storage of class A and B explosives and affording safety for such shipments in emergency situations.

SEAVAN: A commercial or Government-owned shipping container which is moved via ocean transportation without wheels attached and is lifted on or off a ship.

SENSITIVE CARGO: See Protected Cargo.

SHIPMENT PLANNING: Concurrent and coordinated decisions between the warehousing, consolidating, packing, and transporting functions of the shipping activities as to the composition of shipment units and their method of transportation.

SHIPMENT UNIT: One or more items assembled into one unit which becomes the basic entity for control throughout the transportation cycle.

SHIPMENT UNITS IN CONSOLIDATION: Two or more shipment units placed in one container (palletized unit load, SEAVAN, CONEX, or RORO) which is moved to a breakbulk point or ultimate consignee as one shipment unit.

SHIPPER: A Service or Agency activity or a vendor that originates shipments. The functions performed include planning, assembling, consolidating, documenting, and arranging for movement of material.

SHIPPER'S EXPORT DECLARATION: A form (Dept. of Commerce 7525-V) which is required to be completed for all export shipments, including those moving to Puerto Rico.

SHORTAGE: The condition that exist when the number of pieces of freight (packaged or loose) received is less than the number recorded on the applicable bill of lading or governing transportation document and when the discrepancy is discovered at the destination, transshipping activity, or other authorized point.

SPECIAL ASSIGNMENT AIRLIFT MISSION (SAAM): A mission by MAC (other than the 89TH Military Airlift Wing) at the request of the Army, Navy, or Air Force only. All Coast Guard SAAM requests must be coordinated through the Navy.

SPLIT SHIPMENT UNIT: A whole or partial shipment unit seperated at a transshipment point into two or more increments, with each increment identified and documented seperately.

SPONSORING SERVICE: The Military Service authorizing payment for the movement of material.

STANDARD DELIVERY DATE (SDD): A date computed by adding the individual UMMIPS time standards to the requisition date.

STORAGE: A shipment held in a carrier's custody or stored by the carrier in a public or licensed warehouse at the request of the consignee.

TARE WEIGHT: The weight of a container which, when deducted from the total weight of a shipment, provides the weight of the contents.

TARIFF: A publication containing rates, rules, regulations, and charges applying to transportation and accessorial services.

TENDER: A document specifying rates, charges, or arrangements made by a carrier for the carraige, storage, or handling of property or persons pursuant to the provisions of section 10721 of the Interstate Commerce Act.

TERMINAL, AIR: A facility for loading and unloading aircraft and the intransit handling of traffic (passengers, cargo, and mail) moved by air.

TERMINAL, WATER: A facility for loading and unloading vessels and the intransit handling of traffic (passengers, cargo, and mail) moved by water.

THEFT: Stealing of whole containers or articles of freight shipped loose while in the transportation pipeline.

THROUGH GOVERNMENT BILL OF LADING (TGBL): A bill of lading that is issued by a U.S. Government activity to document overseas, intermodal, and through movement of cargo from the initial point of origin to the final destination.

TON: A unit of measurement or weight as follows:

Short Ton (S/T): 2,000 pounds

Long Ton (L/T): 2,240 pounds

Measurement Ton (M/T): 40 cubic feet or 1 cubic meter (35.314 cubic feet)

Metric Ton (M.T): 1,000 kilograms (2,204.6 pounds). Freight charges are usually assessed based on whichever gives the highest revenue (weight or measure).

TRACING: A carrier action to determine the location of a shipment for the purpose of expediting its movement or establishing the expected time of delivery.

TRAFFIC MANAGEMENT: The direction, control, and supervision of all functions incident to the procurement and use of freight and passenger transportation services from commercial for-hire transportation companies.

TRANSPORTATION ACCOUNT CODE (TAC): A four digit code which identifies the appropriate Service, Agency, or contractor account to be charged for transportation.

TRANSPORTATION CONTROL NUMBER (TCN): A 17 position alphanumeric data element assigned to control a shipment unit throughout the transportation pipeline.

TRANSPORTATION OFFICER: A person appointed or designated to perform traffic management. This person may be designated as "Installation transportation officer," "traffic manager," "traffic management officer," etc.

TRANSPORTATION OPERATING AGENCY: A single manager operating agency for movement of military traffic via airlift service, sealift service, or land transportation including common-user ocean terminals. The single manager operating agencies are the Military Airlift Command, under the Department of the Air Force; the Military Sealift Command, under the Department of the Navy; and the Military Traffic Management Command, under the Department of the Department of the Army.

TRANSPORTATION PRIORITY (TP): A number assigned to a shipment which establishes its movement precedence by air, land, or sea within the Defense Transportation System (DTS).

TRANSPORTATION-TYPE DISCREPANCIES: Any variations in quantity or condition of material received from that shown in the piece count by type of transportation pack on the bill of lading or governing transportation document, or if material is delivered without documentation and other deficiencies or discrepancies in transportation when discrepant material is not involved.

TRANSSHIPPER: Any transportation activity (POE/POD, etc.), other than the shipper or receiver, which handles or documents the transfer of a shipment between conveyances.

TRUCKAWAY SERVICE: A method of transporting vehicles, including other than self-propelled vehicles, whereby the vehicles are loaded into or upon carrier's equipment.

TRUCKLOAD: A quantity of freight required for the application of a truckload rate. Also, a motor truck loaded to its carrying capacity.

UNIFORM FREIGHT CLASSIFICATION: A rail tariff containing freight descriptions of a specific or generic nature under which all commodities moving in rail freight service are "rated" or "classed." It prescribes the nature of acceptable outer containers or other forms of shipment, the percentage class rating of CL and LCL movements, as well as governing rules and regulations. Class rates (dollars and cents) are based on the percentage classes shown and are applied to shipment weights to produce shipment transportation charges.

UNIT LOAD: A pallet, module, or vehicle.

<u>UNITIZED LOAD:</u> One or more packaged items placed in a container or on a pallet and banded together as a unit.

<u>WATER CLEARANCE AUTHORITY (WCA):</u> An activity which controls and monitors the flow of cargo into ocean terminals (see Ocean Cargo Clearance Authority).

FORMS

TYPE	NUMBER	NAME	S/N	<u>UI</u>	SOS
CUSTOMS	4-157	CERTIFICATE OF REGISTRATION			<u> </u>
Note(1)					
ATF	6	APPLICATION FOR IMPORT FIREARM/AMMO			
Note(2)					
ATF	6.A	RELEASE/RECEIPT OF IMPORTED FIREARMS/AMMO			
Note(2)					
OF	347	ORDER FOR SUPPLIES OR SERVICES	7540-01-152-8083	HD	SCB
OF	348	ORDER FOR SUPPLIES OR SERVICES - CONTIN.	7540-01-152-8082	SE	SCB
SF	361	DISCREPANCY IN SHIPMENT REPORT	7540-00-965-2403	PD	SCB
SF	364	REPORT OF DISCREPANCY (ROD)	7540-00-159-4442	PD	SCB
GSA	420	FREIGHT RATE & ROUTE REQUEST/RESPONSE		SH	
Note(3)					
DD	470	CARGO OUTTURN REPORT	0102-LF-000-4700	PD	SCB
DD	619	STATEMENT OF ACCESSORIAL SERVICES PERF.	0102-LF-000-6190	PD	SCB
DD	619.1	ACCESSORIAL SERV.PERFORMED-DEL/REWEIGHT	0102-LF-000-6195	PD	SCB
SF	1103	U.S. GOVERNMENT BILL OF LADING-ORIG-7SNAP	7540-00-634-4291	HD	SCB
DD	1085	DOMESTIC FREIGHT ROUTING REQUEST AND ORDER	0102-LF-0001-0851	PG	SCB
SF	1103	U.S. GOVERNMENT BILL OF LADING-ORIG-9SNAP	7540-00-656-1476	HD	SCB
SF	1103	U.S. GOVERNMENT BILL OF LADING-ORIG-AUTO	7540-01-634-1118	HD	SCB
SF	1121	BILL OF LADING ACCOUNTABILITY RECORD	7540-00-634-4311	HD	SCB
SF	1133	US. GOVERNMENT TRANSIT FREIGHT WAYBILL	7540-00-656-1478	HD	SCB
SF	1200	GOVERNMENT BILL OF LADING CORRECT.NOTICE	7540-01-140-5524	PD	SCB
SF	1203	GBL-PRIVATELY OWNED PERSONAL PROPERTY	7540-01-082-0589	HD	SCB

TYPE	NUMBER 1252	NAME	<u>S/N</u> 0102-LF-001-2530	UI	SOS
DD	1253	CUSTOMS INSPECTION MILITARY (LABEL)			SCB
DD	1253.1			_	SCB
DD	1348.1	·			SCB
DD	1348.1A	DOD SINGLE LINE ITEM/RELEASE RECEIPT DOC.			SCB
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DD	1907	SIGNATURE AND TALLY RECORD	0102-LF-001-J9072	SE	SCB
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